

TEACHING IN THE

POST COVID

CLASSROOM

#2020-2021



COMPLETE BEGINNERS GUIDE TO ORGANIZE
ONLINE LESSONS, EVERYTHING YOU NEED TO
KNOW ABOUT ZOOM, GOOGLE CLASSROOM
AND DISTANCE LEARNING

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ONLINE LESSONS. EVERYTHING YOU NEED TO
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AND DISTANCE LEARNING**

Teaching in the Post Covid Classroom:

**2020-2021 Complete Beginners Guide to
Organize Online Lessons. Everything You
Need to Know about Zoom, Google
Classroom and Distance Learning**

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Thank you for purchasing this book!

I hope it will be useful for you.

Introduction



The Coronavirus pandemic has taken a toll on everyone's life, including tutors, students, parents, employees, and businessmen. Like remote working, remote learning, too, became prominent overnight. Both students and tutors have been pushed to a situation that they cannot avoid. Somehow, they must learn and understand the ways to handle distance education. As an educator, you should learn about remote working software and the types of virtual classrooms. It will also impact the educator's success rate.

By using Zoom and Google classroom, the overall system of video conferencing has been made easier. From classroom learning, parent-teacher conference, board meetings, to education administration is handled through virtual means. By now, distance learning has replaced the traditional teaching method because that's the only option left. The software that you use should make students feel easy to collaborate with the teachers.

So let's help you with understanding distance learning and video conferencing.

Quarantine is for a long time, whether we like it or not. Distance learning in schools has become a challenge for educators. Teachers from all over the world share their tips on how to organize an online school with their students and stay connected with them.

Zoom video tutorial

Zoom is a convenient and easy-to-use online meeting and conference service. On the site, you first need to register, and then schedule a lesson [Schedule a Meeting](#). The teacher then receives a link that he can send out to the students to join the virtual meeting at the appointed time. If you are doing this for the first time, the service provides an opportunity to try a test case to get a feel for how everything works.

The free version of Zoom allows you to host a 40-minute online meeting with an unlimited number of participants.

Immediately below the video, a panel appears with tools that you better test for the lesson. For example, the service will offer to check your microphone and speakers on your computer.

Tip: For children to hear you well, it is best to use a headset - headphones and a microphone, or sit close enough to the computer. The teacher, as the organizer of the conference, can put all participants in Mute mode when he speaks. This is convenient because otherwise, all participants in the lesson will hear the extraneous noises of each user. When you need to arrange to dig a topic, this mode should be removed. The service will automatically show the speaker at this moment, so it is important that the children listen to each other and do not interrupt.

If you don't want students to see your personal home space, you can experiment with a virtual background: this option appears next to the [Start Video](#) button. Or maybe, on the contrary, you want to virtually invite your students to your home and show your workplace? For the first online meeting with the class, at least plan some time for informal communication, because the children miss each other and will definitely want to introduce friends to their pets.

Zoom is a versatile tool as the teacher can record a short video and then share it with the children.

Short video explanation and virtual office hours

A lecturer at the University of Lancaster Kyungmee Lee, however, advises not to rely too much on the online stream: virtual conference services can be overloaded these days, because most of the countries in the world study and work remotely. Therefore, it is better to record lectures on video and send them to students for viewing at a convenient time. Keep your video explanations short - up to 15 minutes. Here it is important for the teacher to show not only the slides of his presentation, but also his own face for better assimilation of information by children.

Leonardo Rolla, professor of mathematics at the National Science and Research Center in Buenos Aires, never taught online. But the coronavirus epidemic prevented him from coming to Shanghai, where he was supposed to spend two terms at the university. He admits that the transition to distance teaching took him many hours of self-study and work on himself. In fact, he calculated that he spends three times more time preparing an online lesson than if the lesson was held live. The teacher warns teachers not to turn into a “head that speaks”. Therefore, he limits his video explanation to 15 minutes and then asks students to send him a video or audio explanation of a proof of a certain theorem.

Maintain personal contact with students

You've probably already missed the noise in the school corridors and the inflammatory jokes in the classroom. Rest assured kids miss them too. Therefore, your “live” virtual meetings should be used to maximize communication and interaction between children and the teacher. Several times a week, the entire class can be brought together for a Zoom meeting. But, according to the expert Kyungmee Lee, “virtual office hours” will be much more effective: this is a certain time during the day when the teacher is available online for individual consultations or work with small groups of children via video chat. This is the time and place for more detailed explanations, answers to children's questions and, in general, support for students in their independent work. Remember, children are feeling confused now, so it is very important for them to maintain personal contact with the teacher.

Engagement in online lesson is the main challenge for the teacher

Bill Schiano, professor of computer and information systems, spoke

about his online learning experience at the Harvard Business School website. He writes that online lessons are a great opportunity for passive students to get lost: a virtual classroom gives much more opportunities to sit out and not participate in the lesson. Therefore, children's involvement is the teacher's top priority. The professor advises especially carefully to prepare questions for discussion: they will deepen students in an interesting discussion, or even provoke or outrage. Another life hack from an expert is to contact passive students before the discussion and give small individual assignments so that they contribute to the discussion of the topic.

Teamwork online

Just like in your physical class, in virtual learning, small group work is effective and can involve children in collaboration. Google Documents services have many options for team tasks. Under the Docs icon, you will find ready-made document templates: tables, a calendar, emails and documents for recording lectures or meetings, examples of essays or book reviews are beautifully laid out. All templates are super simple, and most importantly, one document can be shared - shared between students and create work together. For quick interaction, kids can use Google Hangouts, an online calling service with or without video. You can find it in your Gmail.

Vietnamese teacher Tan Huynh has switched to online education since early March. He advises colleagues to create a weekly curriculum for each class and send it to the children on Monday. So the students see the big picture of the work for the week and allocate their energy and time accordingly. You can create such a plan in Google Sheets, and there are many ready-made templates here, including a weekly schedule that you can fill out yourself. A Vietnamese colleague recommends adding active links to this plan for materials that children must read or process on their own, as well as introduce a color-coding system: for example, tasks highlighted in blue are required, and green ones are optional.

The green Share button at the top will allow you to “share” this document with all students in the class and their parents.

Virtual whiteboard

The blackboard in the classroom is a special place for the teacher.

How to be without it in distance learning? You can try the online version of awwapp or miro.com. By choosing the first option, you can write, draw and share information, as well as work as a group on the same board. The miro board has ready-made templates for analyzing a specific problem, working of various teams on one topic or mind maps.

Less demands and more choice

All experts agree that during the time of forced distance learning, teachers should lower their level of requirements for students and set new goals for mastering subjects. The goal of educators in this process is to ask students what help they need from teachers in assimilating the material and what they expect from online learning. The ideal way, according to many experienced teachers, is to provide children with sources from which they can more or less independently work out the topic: give the students a list of links on the topic, and let them choose which ones to use to prepare for the next lesson. Develop their cooperation with each other - unite in groups of 5 people, and if someone has a question, let him first address him to your working group, and only then to the teacher.

1. Send children very short emails with clear assignment instructions.
2. If you're sending students a 30-minute instructional video, don't expect them to watch it to the end. Better to indicate the exact timing, which they should definitely revise.
3. Set hours when children can call or contact you in person or otherwise.
4. If you are giving a test, check that the answers to all questions can be found in the instructional video or lecture you gave earlier.
5. Follow the chosen structure of the online lesson: this activity is new for you and for the students, and everyone will feel more comfortable knowing what to expect next time.
6. Do not hide your emotions: Tell your students frankly, do this online lesson for the first time and are very excited. You can start each lesson by asking how students are feeling today, children can define their mood in one word.
7. Meet for virtual communication at least once a week - students must see you and keep an emotional connection with you.

Two American teachers Stephen J. Valentine and Dr. Reshan Richards has published a touching letter to all teachers who are now forced to move to distance learning. They write that they fully understand and share your anxiety and frustration: "Everything will not go as you planned. You google "How to do ..." dozens of times or write letters to colleagues asking for help. But just when you are desperately trying to master online learning, you will realize that you have not lost the desire to be a teacher: to teach and learn for yourself. "

How to organize distance learning for students - step by step instructions

Being able to work effectively at a distance, be well versed in technology, and be media literate are super important skills of the 21st century. Now every teacher is faced with the challenge of how to practice these skills with students in real-time in distance learning.

step 1 Exhale and write down the strategy

The main credo for teachers in conditions of long quarantine is "No panic". Exhale, ground yourself, brew your favorite tea, and first of all, write instructions for yourself on how to organize teaching in your class. Conscious and responsible work of the teacher during the distance learning direction will be reflected in the work of the student. We will have to not only give educational materials to schoolchildren but also help and monitor progress. This is an unusual activity for children as it is for you.

You can develop a mind map in Lucidchart (a visual workspace that combines charting, data visualization, and collaboration to accelerate understanding and drive innovation) that detail the steps in distance learning. In the process, add links and tasks that the children will need to do. If you wish, this card can be sent to children so that they understand what stages of work awaiting them.



Step 2 Choose a convenient tool for interacting with students

Facebook group

The experience of communicating with colleagues shows that they communicate with students most often in groups. Therefore, each subject teacher can take children's contacts as a class teacher (in the parent group it will be appropriate to add that teachers are asking for these contacts) and create a group.

Each subject teacher will have to create a separate group. Yes, yes, if a student has 12 subjects, then there will be the same number of groups. If the majority of children are on Facebook, you can create a closed group on this particular social network, it provides more opportunities - for example, conducting online broadcasts....

Step 3 Agree with students about rules and deadlines and follow them

In the first days of quarantine, it is necessary to clearly agree with the students about the mode of remote work. After all, from the first second of the announcement of quarantine, the children had the association "Oh, we have extended our holidays".

Distance learning skills for teachers and students will have to be built from scratch. Explain the rules: "If we have two lessons in a subject ... each student must complete two tasks from the teacher during the week. They will be published in ... ". The deadline should be clear: "Entries are accepted until 4:00 pm Friday. After this time, they are not considered but not checked. " The child must understand that she has a clear date by which to complete a specific task.

After completing the assignment, the student must definitely receive feedback. And even better - if the student receives feedback from the teacher in the process of implementation, if the task is difficult, the creative needs several changes.

Step 4 Live stream once a week: live communication motivates

So that students can communicate with the teacher - and this is very important - I recommend doing live broadcasts once a week. Better to do this on Wednesday or Thursday, a day or two before the set deadline for assignments. Children will still have time to check drafts, revision. It will be convenient to do this in the form of a live broadcast in a closed group on Facebook. Google Classroom also has a broadcast

tool called Hangout. This broadcast will be automatically published on the YouTube channel, and students will be able to comment on the broadcast in real-time.

Have the children ask questions that they do not understand while watching video lectures or completing tasks. The broadcast is a good monitoring tool: the teacher sees who has joined the broadcast, who is active. Live communication motivates! Moreover, children simply adore online communication.

step 5 Agree with the children in what form they will take the tasks

It depends on the format of the problem, you need to check the teacher. For example, if it is a creative work, the work is sent in the form of a Google presentation. It will be convenient for children to submit any written work in the form of a Google document.

The general delivery format will be very interesting for children and teachers. To do this, you and your students will need to share the Padlet board. It is a free platform. So, the teacher creates a general board, sends links to students. Then the teacher creates tasks and "sticks" it on the common board as a sticky note. This sticker allows students to print, attach files and videos. I practice this with students and I guarantee that this kind of teamwork will captivate them! Indeed, after completing a certain exercise, they comment on one or two of the work of classmates. For this they will receive another mark. And if it is a creative assignment, there is an option to rank the work using emoticons or stars. For example, one job can be awarded 4 stars, the other - 2. Students' assessment of the work of their peers is a wonderful tool of motivation for children: "My work is read not only by the teacher but also by classmates."

step 6 If necessary, we are looking for a replacement of the Internet

Children do not always have access to the Internet, especially when it comes to rural areas. Schoolchildren who do not have the opportunity to use the Internet connection must be provided with classical standard tasks from textbooks, handouts. Collaboration with students should be organized in such a way as to interest them. Try the "Ask the teacher three questions" format. If a student reads a paragraph and he does not understand something, he writes it in a file.

At the school on the street, you can set up a mailbox and drop files

with robots there at a specified time. After a specified time, students pick up the checked files with the teacher's explanation. Old school, but interesting!

Also, schoolchildren can use the format ... of TV lessons, because almost everyone has a TV at home.

Step 7 How to submit the material: working out formats of distance learning

If it is necessary to present a theory, the teacher can do it in a few steps. Submit the topic through ready-made video content, which can be easily found on YouTube for a specific request. Everyone is actively preparing for exams, so all topics from the 5th to the 11th grade are covered in one way or another in the videos.

Give the task to the students, with which and at what point they need to revise the video, so that they do not watch unnecessary content.

After the video, we give a practical block. Now there are many online simulators in the open free access that will help the student to check the problems and himself.

The third stage after viewing the theoretical material and online testing of knowledge is a control exercise so that the teacher monitors and understands how well the child has mastered this topic.

Step 8 Selecting tools to check

The most convenient and multifunctional for control and verification of knowledge online for me is ClassTime <https://www.classtime.com/en/>. This is a free test service where the teacher can use 9 completely different and non-standard question types. There are open questions, questions of compliance, the ability to give a broad answer to the question. To consolidate knowledge, students can be given a control test through this platform.

Through the same service, you can create a survey, give access to it to children. In this case, schoolchildren must first review the video lecture, and then immediately answer the question in order to consolidate what they saw and heard.

Step 9 Enjoy Working With Cool Educational Resources

Both EdTed and edpuzzle.com will be supporting resources in online learning. In these applications, the teacher can take ready-made videos and superimpose questions, video or audio comments on them. Students install the app on their phone and enter the class code given by the teacher. In this class, tasks from the teacher will appear. When students watch the instructional video, it pauses at a certain second and an assignment from the teacher pops up. It must be done immediately and only then can you move on.

Google Classroom –What is it?

Google classroom has made the virtual connection between teachers and students simpler with their excellent features. They can assign work, send grades, and keep track of whatever the student is doing. It is super easy to join Google classroom because students only need an invitation from their teacher.

Once you've understood what a Google classroom is, next is to check how it works. You can follow the following steps to set up your classroom:

Type 'classroom.google.com' and then press enter so you will be directed to the relevant page. As Google offers accessibility through both regular and education accounts, you can decide to continue with your preference. If you and your students (students' parents) have a Google account, the rest will be assured.

Next, you have to click the '+' icon, which is in the top right section of the page to create your Google classroom.

After you've created the class, you can enter the class information. It mostly includes information such as class name, class type, and subject. And then, you can share the classroom code with your students.

The next step is to add in students to the class. You can ask the students to join the class using the given classroom code.

OR you can invite students using the email address. This option allows personal and group invitations.

Pro Tip: the very moment you create the Google classroom, it will not have any students, so that's the best time to decorate your classroom. Get creative and do what you feel right and innovative. Let the vibe of your classroom be engaging and fun!

Zoom –What is it?

Zoom is a video conferencing service that is cloud-based. Teachers and students can meet virtually either by audio, video, or both. It is also possible to record the online classroom sessions on Zoom. Screen-sharing, group-video conferring, and one-to-one meetings are some of the amazing features of Zoom. Besides, it has four pricing plans, but normally students and teachers select the free plan as it covers all the features required.

Once you've understood what Zoom is, next is to check how it works. You can follow the following steps to set up your classroom:

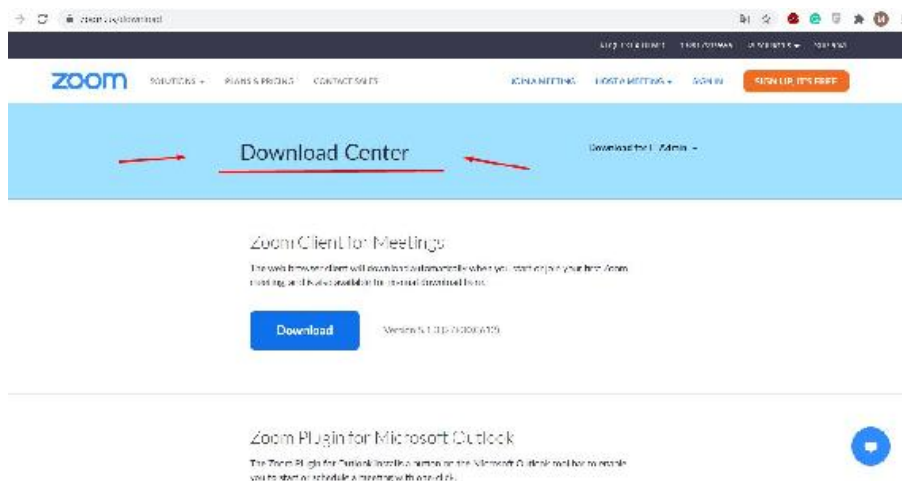
The signing up procedure of Zoom is intuitive. You can enter your personal or school email to sign up. After creating the account, you must download the Desktop application to your PC.

Next, setting up a classroom session on Zoom is pretty easy. You have to click the option to create a meeting and then copy and paste the information into a calendar invite or email. After that, you can share it with your students.

Lastly, students can attend the classroom session with the link and info provided by you.

Pro tip: Don't forget to enjoy the amazing features of Zoom, such as screen share, Google and PowerPoint presentation, recording of meetings, and access given to use the whiteboard.

Chapter 1 – How to get started with Zoom



Organizations utilize the platform for several business purposes, including meetings, and lots more. Lots of people like friends and relatives with limited time to move around now utilize the platform to hold a meeting and initiate video interactions.

It is free and allows video communications with a group of people via a computer or smartphone. There is a big difference between zoom and other video communication services with how it accommodates large numbers of possible participants.

The platform can accommodate thousands of participants comfortably, unlike others, with restrictions of only fifty callers in a meeting, and it displays at least forty-nine of the participants in the grid interface. Lots of organizations and institutions utilize the platform to host classes, events virtually, and lots more.

Another exceptional feature of the platform is that attendants do not require an account on the platform or application to participate in a meeting or conference calls. It contains attributes for its user experience improvement, and not using them will limit the ability of the platform and how it affects your organization and its activities.

It enables longer one-to-one video conversations, while the group calls come with a limit of forty minutes. To hold the conversation longer than the required minutes with no interruption, you should make an additional payment for advanced plans like Pro plan, or utilize another video interaction application.

Setting up

Now you can get the platform and set it up on your gadget, and you can get the file on the platform's official website. Select sign up to start creating a free profile for yourself. Users can sign up through the use of email addresses or utilizing their social media accounts. Now you can verify your profile, and the platform will obtain the application to your device automatically.

Follow the prompt guide and log into the app with your details. Although you do not have to open an account before attending a meeting with the platform, it is advisable to create one if you want to enjoy all of the extended attributes of the platform, which includes owning a profile or hosting a meeting.

The program comes with different types of plans, and the basic plan is free for everyone but comes with restrictions. The basic plan limits your meeting time to forty minutes, and allow up to one hundred attendants on a maximum. After forty minutes, it is easy to rejoin or restart the meeting almost immediately. Users also have the opportunity to buy a subscription plan that eradicates its limits and includes other important attributes that can be of great advantage to your organization or business, as the cloud storage of your records and advanced controls for your meetings.

Invite participants

After the account creation, you can now invite different participants. The platform allows users to invite attendants to a meeting in various ways. If you utilize mobile or desktop applications, select the tab for meetings and follow the below instructions:

Selecting the copy invitation control key while utilizing your desktop application will copy a message containing several important information. Then include your identity details, URL, and mobile details to your clipboard.

When you select the send invite control key on your mobile application, you get three alternative options, send a message which lets users send a text the meeting URL to another person. Send an email for launching an email, including the details of your meeting and copy to the clipboard. It copies information like the identity and URL of your meeting to your mobile's clipboard.

Users can also invite several other participants while in use:

If you utilize a desktop application, navigate to your toolbar by moving the mouse inside the window for your meetings and select the invite control key. After performing that task, the platform will launch a window for you to invite your contacts, send information through email on how to participate in the meeting. Then copy the URL of your meeting to your clipboard.

If you utilize a mobile application, select participants, and click on the invite control key beneath your following visual display. After performing that task, the platform will let you send an invitation through email, through text messages and perform several other tasks.

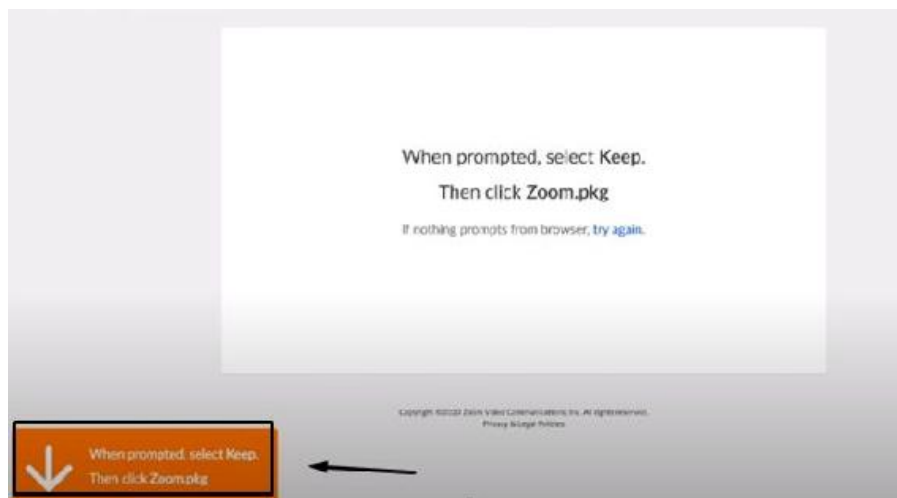
Download and Install the Program

Utilizing the platform on the desktop provides extra space on the screen for viewing purposes and making records during meetings. It comes with automatic settings on its website to start downloading immediately you decide to join it or host a meeting with your meeting identity.

You can get the platform manually by going to the download center. Whenever the process begins, follow the few steps that prompt to finish the download. It will take you to the page to sign up or log information for the program.

You can now launch the application whenever you want to use it. It is important to know how to get and install the program on all devices, including iOS, Android, and other gadgets. We will begin with Mac.

Download on Mac



If you are new to the platform, visiting the official website to participate in a meeting or tapping an invite link will obtain the application. Creating a profile before attending a meeting is not compulsory, and the platform will get the app regardless, so you should input your meeting identity information's in the application.

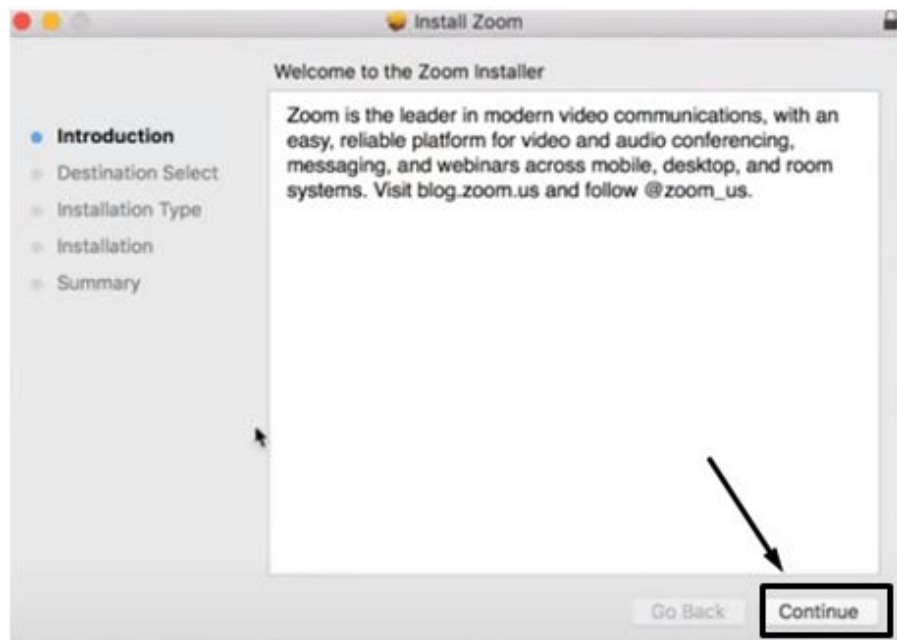
If your zoom platform downloads, then skip the first four-course of actions below. If you obtain it manually, the below steps will help you add the application if you are utilizing a Mac.

- Launch your browser and input <https://zoom.us/download>.
- Tap download.
- Based on the type of settings you have, it will display a pop-up affirming your interest in getting the application from the site. Select allow is it pops up.
- The download will start instantly. Tap downloads section to check the progress.
- Double click to launch the app
- Now install the program on your gadget. There will be an install zoom pop up, select continue. Click on continue if it prompts again.

The process of download is a short, quick, and precise one. It displays the login page for your identity details for the on-going meeting. You

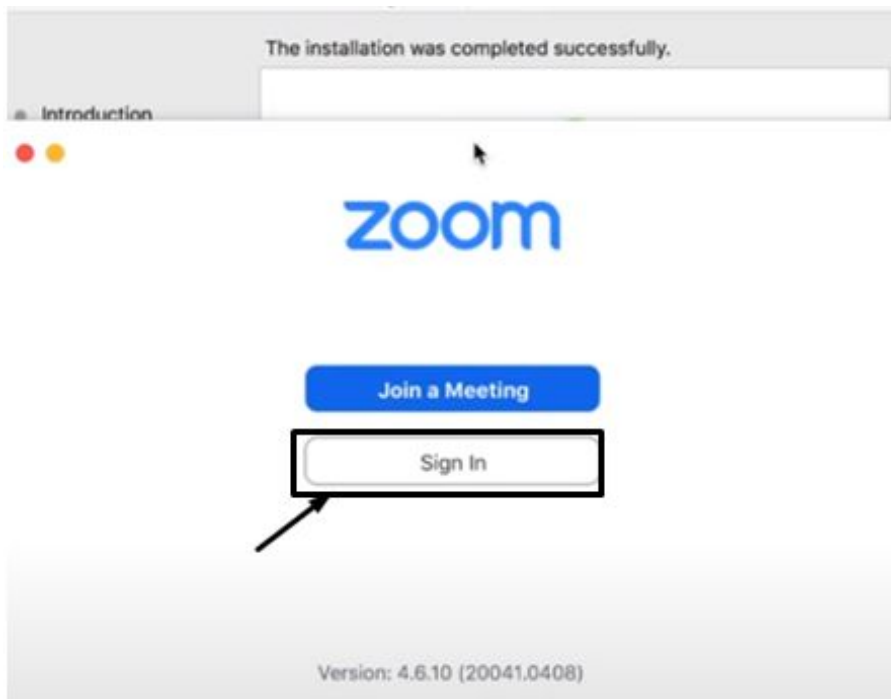
can also choose the signup option if you do not have an account.

Installing on Mac



Before you utilize the program, you must open a free account and get the application for macOS. Unfortunately, it is not available in the store, which means you should proceed to www.zoom.us and select sign up.

Set up and utilize the program on Mac (sign up)



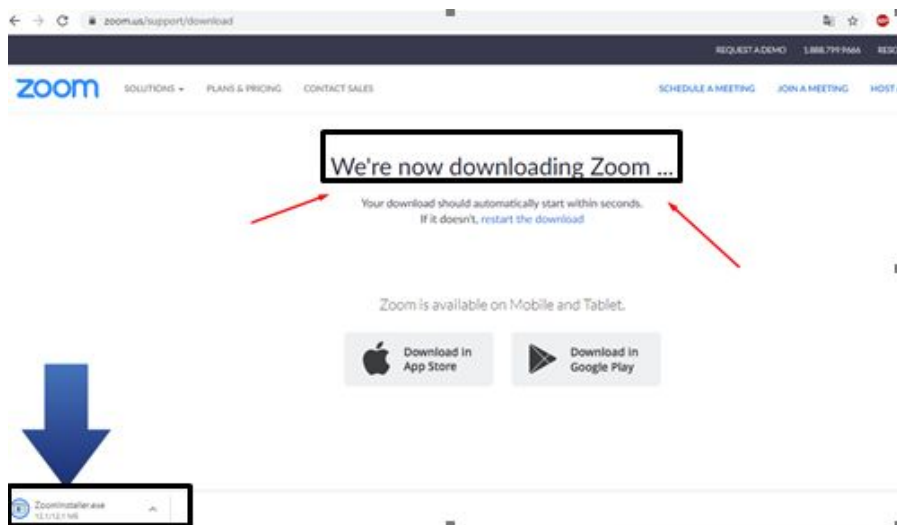
Input your information, date of birth, email address for work, and then select signup. It will send an authorization message into the address that the user will utilize to finish the setup process. When the message arrives, select the sign-in control key, and it will redirect you to the official site to finish the account set up.

Before participating or creating meetings, download the application that you can easily launch on gadgets. You can perform this task by either selecting the resources tab or tap download.

Set up and utilize the program on Mac (get the app)

After obtaining the file on the platform website, it provides a zoom.pkg file that you can install easily. Launch this file and follow the prompts to install the file. On a few occasions, your computer security settings can be a stumbling block to the application from installing. It does not mean that the file has a problem, and you need to fix that problem by tweaking your security settings. You have that problem because the zoom program is currently unavailable on its app store. After installing the application, open it, and it will take you to its main screen, and the wonderful experience begins.

Zoom for Windows



The interest in remote working has been on the increase, and that makes the platform more important and the most used among its peers with its several benefits and attributes. It offers important features, like online meetings and video interactions. Important attributes that help organizations and businesses and also help them run even when offices get closed. To utilize the platform, create a free account for your activities. Below are steps to help you get zoom on your system.

- Launch your browser and proceed to the official website which is (Zoom.us)
- Tap download.
- The app will start downloading, select the .exe file to start installing it.

Install the program

Proceed to the page for downloads

Select download

There will be a save as box on the pop-up, click on the download folder, and the file will save in the folder. Select save.

After getting the Zoom Installer program, double-click on that file within the explorer to begin installing it.

You will also find a pop up displaying the open file, select run.

It will start installing and display a progress bar.

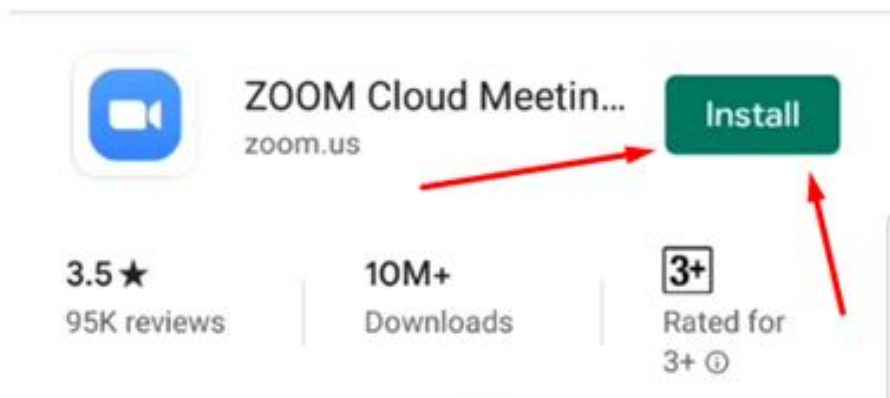
Select sign in with SSO.

Input Georgetown as the domain for the organization and select continue.

Input your pass-key and NetID information and select sign in

If you utilize Duo, there will be a pop-up screen

Choose the authorization method that you desire and input the necessary details. You should authorize the notification.



The best place to host an online video meeting or conference is on the platform, especially if you are a remote worker. It is a straightforward and easy platform to utilize for lots of organizations, businesses, and institutions as well as educators to students. Android users can get the application from their store, although they may require a guide to teach them how to utilize the app. You must know how to get the file on your android gadget by following the below process:

- Go to the store for the application, install and launch it on the device. Anytime you launch the file, it asks for your login or details to sign up for an account.
- You can modify its settings to your desired taste. For instance, proceed to settings and navigate your way to its interface where you can modify whatever type of details that you want to, and they include your pictures, contacts, names, and lots more.
- Navigate to your contacts, and it will display a collection of your contacts and allow you to add new ones. You can add new contacts by selecting the plus sign on your visual display and input the new contact email address, and you can start performing several tasks with the contact. You can transfer different types of messages to the contact on your list. You can make video communications with the person and several other things.
- Launch the matching attribute for phone contacts will help users match contacts on their gadgets to their contacts on zoom. To perform that task, select settings, tap the name, click on the matching feature, and input your mobile

number.

Now that you have the app, you can start attending and hosting meetings with ease. It also gives users the ability to hold a conversation with contacts through group meetings or messages.

Zoom on iOS

It is a great platform that users can utilize on the iOS platform. You must know how to get the file on an iOS device. Below are the requirements that a system should possess to run with its operating system:

iOS 7.0 or above with the following attributes:

Ability to receive and transfer video utilizing the rear or front camera

To get the platform functioning on an iOS device, modify your privacy and security settings. Give access to applications gotten from verified developers. You can perform this task by following the below procedures:

Select the Apple logo on your visual display and tap system preferences

Launch privacy and security

Select the logo for the lock so that you can get access to the menu for changes

Input your pass-key and identification information

Modify the allow applications gotten from the store and verified developers. After performing that task, you can utilize the link to get the file for iOS and open it on your gadget with ease. Proceed to the center for downloads and install the file.

Now you are good to go.

Create an account

After obtaining the app, perform the registration for the service. You can perform the task with your smartphone or personal computer, but we will firstly talk about the web service.

Navigate to sign up, and you will find different options to create an account. Input your email address into the text field with the name email. The platform will demand a work email, but your email is enough and will function properly as well.

The only risk with a personal email is that the app sometimes thinks that users with specific email domains work for the same organization. However, the platform does not include some popular email domains such as Yahoo and Gmail in the generalization. You can also create a profile through the login with Google or Facebook button, which will, in turn, get the program to your computer with just one click.

After inputting your email, the platform will send you an authorization email. Select activate in your mail to activate your account. You can also copy and paste the link to your browser.

When the page launches, it requires your names and pass-key.

You can invite other participants on the following page to create a free profile through the use of an email.

The platform will provide a link to the meeting URL for you, and you can select the begin meeting control key to start it. It will start downloading the app. Let the prompt guide you through the installation process.

After installing the app, you will find buttons like the sign in or attend a meeting. You can start a test meeting immediately by tapping login.

The following screen comes with text fields for your email and pass-key, the information required for you to log onto the platform.

After the login process, stay on your Home tab, then select a new meeting, and the meeting will begin.

If you sign up for the platform through your mobile application, it has a related method of setting up and installing the web concept.

Get the Android or iOS app and launch it. It will display several options to navigate through different sections of the platform, which includes the sign in or sign up to get started. Select sign up.

The following screen comes with text fields for you to input your names, email, and a box to check for the terms of services agreement.

Select sign up, and the platform will send an authorization email for you to activate your account.

Select the activate control key provided in the email sent to you, or copy and paste the URL included in the email into your browser.

The platform will ask you to finish the same steps required for you to create a profile through your browser.

After that, it will take you to the screen containing the begin meeting control key and your meeting URL. Feel free to select your desired choice, and it will take you to a waiting room for testing meetings.

You can start a meeting by clicking the sign-in control key below your visual display. Input your login details and select the sign-in control key on the following page. It will launch your text meeting in the application.

Chapter 2 – Zoom for teachers



The method of teaching learners online by teachers is the new norm, and lots of teachers enjoy using the zoom platform for that purpose. It is a wonderful platform but can be a challenging task if you have not used the service before. It has a free version with a limitation of forty-minutes for at least three or more students. Proceed to the official website and tap the sign up control key.

Input the institution mail address, and you will receive an email from the service for profile activation. You can perform this task on your smartphone and computer systems. Launch the application and navigate through the amazing platform to enjoy its wonderful features. Tapping the orange control key to begin a meeting is a nice way for users to enjoy the video and audio experience.

Start teaching

Teachers now have the freedom to create a schedule for their meetings on the platform and then transfer the class or meeting link to each participant. Make sure you modify the settings so that it does not start the meeting until the participants are ready. Whenever anyone logs into the platform as a first time user, it takes the required time to ensure that everyone has functioning audio and video.

Learners can begin class and have all the students participating and giving their input as if they would when they are in a physical class. Tutors can utilize a document camera or share the visual display. They can also mute one or every attendant attending the class when the teaching begins.

Learners can utilize the chatbox to answer the tutor's questions, take attendance, or create an interaction. You can select the record control key to give learners the ability to access the class session on a later date.

Some institutions recommend video records to ensure the safety of the child. Allow cloud sharing in your settings section, and you will find the recording on the recording section of the platform.

Live to stream

The platform gives users the ability to perform several tasks, which includes live streams of meetings to a custom platform. Follow any of the below processes to perform that task:

Proceed to the official website and tap the sign in

Select profile management and then tap profile settings.

Select allow

Utilize up to date guidelines to enable hosts to modify settings.

Alternative

Proceed to the official website and tap the sign in

Select meetings

Tap create new and input the details.

Tap save

Select the tab for live streams and modify settings

Follow the guide inside the available box and select save

The creator can now live stream.

Webinars

Proceed to the official website and tap the sign in
Select profile management and tap settings for webinars.
Tap edit and allow the live stream
Select save and set up the live streams
Now set up custom live streaming for a meeting or webinar:

Alternative

Proceed to the official website and tap the sign-in control key
Tap webinar and select create
Input your information.
Tap schedule, and you will find a collection of advanced options tab.
Select the tab for streams and configure link
Follow the guide inside the available box and select save
The webinar creator can now live stream without any settings included.

Begin live streams while the webinar is on-going

To perform this task, launch the webinar through the calendar or on the official website.
Select the more control key and select live on the custom service page.
If there is an existing configuration, you will see a pop-up window that displays the progress of the webinar activities.
If there is no configuration, you should input the details available on the instruction box.

How to teach students with the help of zoom

Teachers utilize the platform to enhance the process of learning. There are several methods provided by the platform for teachers to educate their students. Some of the methods include:

Gallery and speaker view options

The platform comes with two different options for the video, which are the gallery and speaker view. Users can easily switch from one mode to another by selecting the toggle control key. The speaker view comes with a default option whenever the meeting starts and displays a large picture of the functioning speaker. The gallery displays every participant of any size. The gallery's mode is a better alternative for tutors to check on the activities of the learners in real-time.

Minimize background noise

To perform this task, ensure that all of the participants remain mute. The learners can also keep themselves on mute the same way you place yourself. But the host can place every attendant on mute.

Sometimes, learners forget to keep themselves on mute, and you can perform that task by proceeding to hover on the video and tap the mute control key. You can also unmute on that same page.

Hand raising

The platform offers learner's different ways to raise hands during a class in on digitally. Participants can select the attendant control key to enlarge the panel for attendants.

Beneath the panel, you will find a hand raising button, and the learners can utilize it to keep the learner involved even while they are on mute. It is an excellent attribute when you are dealing with a large collection of participants. There is also an option for students to lower their hands anytime you hover again on their feed.

Remove participants

The platform comes with a hold function that users can utilize as a last resort to kick participants out of the conversation until you decide to return them. Whenever you perform that task, the learner will have a blank visual display with a waiting notice for when the host returns the participants to the conversation. It keeps the contact on hold, and you can perform that task by hovering on the name of the participant and select the more control key and select hold.

Stop learners from modifying their names

It is one of the most used features on the platform for teachers to utilize to limit the actions of learners and prevent them from changing their names. To perform that task, proceed to manage the attendant screen and select the more control key, then toggle off the allow attendants to change the name on its settings.

All of the changes you make will save on the application so that you do not require changes every time you want to utilize the platform for meeting purposes.

Share screen

Another important attribute of the platform for teachers is the screen sharing feature. It let the tutors see what is on the screen of participants. The project could be a presentation, video, or anything else that is important for the class.

The platform comes with an in-built whiteboard as another alternative for sharing the screen, and tutors can utilize the attribute for lots of classes. To perform that task, select the green control key beneath the visual display and tap the share option. You should also check the sound checkbox of the gadget beneath the share screen window to see videos shared by the participants.

Breakout rooms

It is a feature that allows learners to create a break and divide participants into different chat rooms to complete a particular or designated assignment.

Annotation

The platform provides the annotate option while the user shares the screen. It creates an interactive session with its amazing draw arrow features and performs several useful tasks that help learners understand and follow stay updated with the class.

The option is available on the top of your visual display while you share the screen. Learners can also utilize the tool by selecting the more control key on the top of your display, and you can start using the feature. You can perform several tasks like disabling and enabling the attribute as well as display or hide the name of the users.

Chapter 3 – Managing the Digital Classroom



The platform has lots of features for teachers to enhance the education of their learners. Tutors can now create a classroom and invite all of the students as participants to the class. Tutors can perform several tasks on the platform, and you can manage the digital class with the following methods:

Search for zoom

Firstly, proceed to your browser and go to the platform's official website. Users can also obtain the service on any smart device, which could be either a tablet or computer system.

Sign up on the platform

The concept of signing up with your Google accounts has been on the rise on several websites and you can perform that task on the platform. You can choose that option or input your address manually.

The platform comes with different browser extensions to ensure that creating a schedule or starting a meeting is a straightforward task to

perform. Add-ons like Firefox or outlook are excellent options for users and every participant. To utilize the extensions, select it, and it will display a small box with explanations for usage.

Host meetings

Log in and proceed to your dashboard, and you will find the host meeting control key on top of the visual display. The option provides three options for the host to create three concepts of meetings, which are the video, audio, and screen share only options.

The video is similar to the audio option while the share screen is blank and does not include either the audio or video. Users can also mute any type of voice from the conversation besides their own.

Any of the first two alternatives is the best for tutors to use while teaching, and whenever you select the video on, it displays a pop up with a join control key. It allows users to utilize the internal speaker of the system. It is one of the fastest methods to begin on the platform.

Main screen.

Here we will talk about the options and control of the main visual display of the platform for meetings.

Audio

You will find all of the settings for audio in the left part of your visual display. You can modify or replace the mic or speakers as well as change the level of the volumes.

Video

Users can easily allow the HD video option and perform several tasks with it, which includes improving your appearance. By simply tapping

the video button, it automatically utilizes the gadget speakers for the classes.

Invite participants

Tutors can invite participants to the meeting in different types of ways. To perform the task, proceed to the left part of your visual display, and you will find an exclamation mark (!). Select it, and it will launch a pop-up window with the required details like pass-key, identity, and lots more.

Mail meeting details to learners

To perform this task, select the invite control key below your visual display, and it will display a pop-up window. Choose your desired option for mails and launch it. It will display a draft with the required details. Include the address and select send.

Manage attendants

Tutors have a certain level of control over each participant in the class meeting. To manage attendants, select the manage control key beneath your visual display, and it will display a side panel. On this panel, users can perform several tasks like muting every participant or change names.

Selecting an individual attendant will allow tutors to hold conversations privately or give feedback. You can also take participants out of the meeting or stop them from viewing certain videos.

Take attendance

It is a straightforward task to perform on the service. Do that by selecting the chat logo beneath your visual display and passwords like "how many of you are here?" you will get replies, and then you can take a roll call or take attendance.

Users can save the conversation by selecting the three dots on the conversation window. You can also set a limit for attendants and prevent them from holding conversations with another person, the host, or even the public.

Basic screen sharing

To perform this task, select the shared logo beneath the meeting window, and you will find the three dots on the page. It shows every window opened on the computer system that you can click and select share. Every attendant can also see everything you do on that screen.

Advanced screen sharing

The advanced section will provide three different alternatives. The first is the display screen portion, which displays a frame that you can drag across your visual display and let the learners see what you want them to see.

The computer sound that does not display anything but continues to play in the background. The third is the content from an alternative camera that you can utilize to distribute contents from the alternative.

Share files

The concept of sharing files on the platform gives users the ability to distribute files from different cloud storage options like Google Drive and the likes. Attendants cannot modify or tamper with the files you wish to share, but they can see your activities.

Chapter 4 – Tips and tricks for teachers



The service is an excellent answer to interaction and communication problems faced by lots of teachers in different institutions when it comes to online education. It consists of different useful attributes to enhance the student's knowledge. It is important to know the various tips and tricks of the service. Here are some tricks that you should know to improve your experience of the platform:

Get silent access

To join interactions without informing anyone, utilize the silent attribute to perform that task. It is an important feature to utilize during interactions, and you are a late attendant, which is why you should get in silently without drawing attention to yourself with sounds or cause any disruption.

To utilize this attribute, launch the service and select settings. Navigate to the audio section, tick the checkbox to keep your mic on mute whenever you want to join an interaction beneath your visual display.

You can also gain access to a video interaction without turning on

your video, which is another helpful attribute that the platform can offer in areas with low bandwidth or locations with quality problems. To reverse the settings and turn on your mic while the interaction is in progress, you can perform that task by tapping the toggle on the control key on your mic beneath your visual display.

Audio transcript

Users can utilize the feature to keep records and important parts of interaction inside a VTT text file. The service can transcribe the audio recording of an interaction automatically. Only paid accounts recording via cloud have the opportunity to utilize this attribute.

As a paid user, launch the platform browser for recording and allow records for the cloud. Select advanced settings and tick allow on the audio transcript. When in an interaction, select record for cloud beneath the page. The service sends an email after some minutes, providing your transcript status update.

Create a schedule

The platform comes with an option to create an interaction schedule on the desktop app. Launch the app, and it will take some of your time. But to perform that task quickly, get the scheduler which a free extension for you to use. Obtain and include an event there.

Stealth mode

It is an attribute that ensures tutors gain access to video interactions with no sound. It is straightforward to utilize when the interaction is in progress and want to avoid interruption at all cost. You should first fix the mic of your gadget.

Launch the app and select settings

Tick boxes to include from the audio section to mute the mic anytime you enter an integration.

You can take part in an interaction without turning your video on for low bandwidth areas and location with quality problems.

Launch the app and select settings

Tick the turn video off anytime you want to participate in an interaction.

To toggle on the mic, tap the control key beneath the visual display while the conversation is on.

Waiting room

The platform gives you the power to accommodate attendants one after the other or hold everyone in the waiting room. To allow the attribute, launch the app settings on a browser and navigate to account management. Toggle on the attribute. You can now decide who should go to the room. It will stop intruders from interrupting your interactions. If you are unavailable to allow an attendant, you should enable internal attendants to identify attendants from the room. Select save, and that's all. Only premium accounts can enjoy this benefit.

Copy Invitation URL automatically

Users can invite lots of participants to your video conversation, and you must utilize a global attribute that the platform offers, which you can utilize to copy the invitation URL and place it on your clipboard. It saves users lots of time.

So launch settings and toggle general, then allow automatically copy URL anytime the interaction begins. Now, start sending the invites to attendants that you want to participate by distributing the link to social media and several platforms with ease.

Schedule reminders

It only takes a minute to miss an important call is one minute, and that makes this attribute very important because it reminds and notifies the tutor of a created schedule for the learners. If you have issues with zones or your timing, or you have a busy calendar, you can easily create reminders for your interactions on your smartphone and gadgets. Get the app and launch it, turn on the meeting settings, and pick reminders. After that, the service will send a notification to your gadget whenever it is time for you to participate.

Hide non-video attendants

Users can now switch the service to the gallery's view to see every attendant participating in the interaction. However, hosts can perform several tasks on that page, like hiding attendants with their video turned off. So, if you have a large group of people on the service, take out the attendants that turn off their cameras through the gallery view so that you can focus on the important ones. To perform this task, navigate to settings and tap video. On the video page, tick the box with hiding non-video attendants, and it will take them out.

Snap camera

It is the category that gives tutors the ability to include several filters to beautify them from the application and build lenses. Users can distribute the lenses with the platform and set it as a default. The attribute is a wonderful one that you will enjoy using, especially if you put together a group call to your relatives or friends.

To utilize it, get its app for the version of your device and select an image utilizing any of the available lenses. After performing that task, launch the app and navigate your way to settings. Beneath the section for video, modify the location of the camera from the menu that drops down to the snap camera feature.

Share your screen

It is one of the most outstanding attributes of the platform, and everyone can utilize this one. Lots of companies utilize this attribute for remote or online help, while few users share visuals to see a movie or watch something together. You must turn the feature on if you want to utilize it.

To use it, just start a video interaction and select a share screen beneath the page. You can also allow the feature for the active window or the entire visual display. For maximum experience, you should turn on the device sound.

Send quick invites

Anytime you are holding an interaction, and you forgot to invite a particular person related to the topic. The attribute is for you to utilize in fixing that problem. Launch the invite page and select email, copy the address, and transfer it to the person to invite them into the conversation. Users can also perform this exercise with your co-tutors as well as students and their parents.

Breakout room

To get a large webinar or interaction, you can easily split it into various rooms with different sessions. The host of the interaction can designate sub-hosts that can handle attendants in the rooms. The service provides enough power to build fifty breakout rooms that can allow about two hundred attendants. If you create thirty rooms, it can accommodate at least four hundred attendants. You can allow this attribute from the platform web portal settings. Then find your way to the room option and toggle it on. You need to know that only paid users can enjoy this benefit.

Get response

The service comes with an in-built polling attribute that educational institutions can utilize for learning, decision making, or receive a reply on a particular subject. It has a polling option on the taskbar, but if you cannot find it there, allow the feature before you start the interaction. Navigate to account settings and turn on the polling option.

You can also utilize the platform to conduct votes anonymously to keep the subject away from everyone. Only the creator of the interaction can create and distribute it among attendants. Follow the below steps:

Proceed to the page for meetings and select scheduled

Locate poll and tap add to start a new poll.

Tap poll and select start

Meeting identity

The platform gives users the ability to create a schedule for interactions. Although the platform allows you to schedule

interactions, you can also perform that task easily with the meeting identity. You can utilize the identity countless of times. You do not require a new room for new interactions.

Track attention

It is a challenging exercise to perform when you host an interaction if you decide to share your screen, you are going to find it hard to view your attendants. Lots of participants may be busy with other projects and may not give you their unwavering attention. If you do not enjoy that, you can easily toggle on the track attention attribute on the platform settings. It would give you an update if any of your participants moved to a different window. Navigate to advanced meeting settings to toggle on and off the feature.

Control another device

Tutors need to help co-tutors and participants to solve a particular problem on their device, and it is easier to perform by sitting next to the person. But if that is not the case, the service has an easy concept of executing that task. Although not completely but you can ask for permission for controls of the other learner's gadget. You require authorization from the person before you can maneuver your cursor with the keyboard and mouse. It is a great attribute that hosts use to provide technical supports to participants.

Mute and un-mute mic

It lets users minimize and take out background noise and cross-talks, especially when there are lots of people on the video interaction. You can perform this task with a simple click. For instance, if you are in a web conference and have no contribution whatsoever, mute your mic, and turn it back on whenever you want to contribute. Turn it on by holding your space bar, which will turn on the mic, and you can start talking. If you take your hands off the space bar, the mic goes mute again.

The feature ensures that you have a smooth interaction without interruptions and do not take lots of bandwidth. It also offers excellent clarity of voice, which means that everyone can hear each other. If

you want to utilize this attribute, launch settings, select audio, allow mute mic anytime you want to join an interaction.

Gear suggestions

If you enjoy holding interaction on your mobile, then some materials will help you. You should invest in a smartphone stand or tripods that you can use as an attachment. There are several forms of Air Pods on the market and other types of the headset, which will ensure that your hands are free while the interaction is in progress. It also helps users eradicate any type of noise from the background for clarity and efficiency. You can also purchase a top-quality webcam for enhanced video and audio clarity.

Disallow video in an interaction

Sometimes, a video call can come in without your permission, and the platform offers a quick fix to fix that problem. It comes with a disallow feature that can save you from that embarrassment. There is an option for you to disallow the feature permanently anytime you want to link up with an interaction. Whenever you are fit enough to face the camera, you can turn it back on and utilize it. If you want to utilize this attribute, navigate to your settings, and launch it, select the video and allow turn my video off anytime, I join a meeting.

Allow gallery view

There are several attributes that the service comprises, but you will admire this one. It keeps everyone on one page and keeps track of every attendant in the interaction in one place at a time. You can also utilize it in small groups, and you must turn it on if you want to use it. To allow it, select a gallery view, and you can enjoy the outstanding experience it offers.

Modify mic volume

Lots of gadgets come with a poor mic, which in turn produces awkwardly audio sound, especially during video interactions. It is important to test them before you participate in an interaction on the platform. Navigate your way to settings, select audio, and you can test the mic from that location. Users also have the option of adjusting the mic manually and set a specific mic level or let the platform manage the sound automatically.

Third-party applications

The service has lots of compatibility with several third-party apps that can unify easily with one tap. To participate in meetings, get the app from the store, and you are good to go. You can also import the schedules you create for the interaction with the attribute through outlook or the calendar app from Google.

You can meet parents of learners and co-tutors on several platforms and begin interaction with only one click. You should know that you can find an app that can perform that function very well. You can locate every app that you require on the platform store.

Allow records

Another feature of the service is recording conversation held by the entire group of people involved in the interaction. For example, you can record the interaction on your gadget by tapping the record control key while the interaction is in progress, and it will begin. The files of the conversation will be inside the documents section. The platform can also provide recordings via the cloud, but only users of a certain stage can utilize this feature, the paid accounts can enjoy this benefit.

View videos together

Lots of calls on the service have a heap that helps for screen sharing, but things can break down when you want to show one video to lots of people. Anytime you share a screen before you select the material to share from the pop-up selection, ensure that you check the share system sound checkbox. It ensures that the rest of the project team can hear and see what you see.

Update apps

The service releases updates to fix different security and privacy issues. Ensure that you update the app regularly to keep it safe from hackers. Sign in to the app, and it will display the update message if it is available. If you utilize the platform on mobile, find the app in the store, and select update.

Check who joined your interaction

A lot of institutions and schools utilize the service to host projects, and they need to know who just joined the conversation. To see that list, you should run a report on the interaction when you complete it. Only a few people like the creator of the interaction and the admin have access to run a report on interactions. The beneficial also require a paid account to utilize this function. To run the report, sign in to your account and navigate to account controls, and select reports.

Beneath the report, select meetings, and it will display a collection of previous interactions and the upcoming ones that you created its schedule. Search for the report and select register or poll assessments. Ensure that you locate the interaction and select generate. You will find the report collections where users can get the list of attendants in a type of file called CSV file.

Account protection

While you set up your profile, include the protection basics so that you can safeguard your profile from intruders and malicious people. It is important to utilize a strong pass-key for protection.

You can also utilize the two-factor authorization, which makes it difficult for intruders. After registering your account, you need your identity for security, which is a different option from your pass-key and ID. Keep the identity safe and avoid easy leaking it unknowingly, and it can do lots of hard to your account if it gets into the wrong hands.

Chapter 5 – Zoom security



The service is an excellent choice for tutors to educate their participants online. However, the platform announced that it utilizes the end-to-end concept of encryption, and that means that nobody else will have access to video and audio communications.

However, the reverse is the case, and hackers and corrupt people can access the service with several tricks, which cause lots of public outcry and critics at any given time and location. It is a flaw that can jeopardize vital details distributed through the platform.

There have been several reports about data privacy issues associated with the platform. There are tasks you can perform, which includes a record of meetings, documents, and generated texts while the meeting is on-going. Institutions with paid accounts have lots of control over their workers. They can join any meeting hosted by any worker and also keep track of their data without permission or knowledge.

Another concern is zoom-bombing. It is the location where users get access to meetings and try to interfere by displaying forbidden materials in the meeting. The producers of the platform found a method of combating that problem by ensuring that each user meets the password requirements by default. To keep a maximum level of security on the platform, you should follow the below recommendation:

Utilize password

The easiest method of preventing intruders from taking over your page and account on the service, you should set a pass-key for your interactions before you begin to invite participants. Users can set pass-keys on every account level and session.

To perform this task, log into your profile with your details on the service via the website's official page. Proceed to the settings tab and require a pass-key when creating a schedule for meetings. The service can also generate a pas-key when you schedule the meeting.

Every attendant needs the required pass-key to participate in the interaction. Users with paid accounts can proceed to the group management to ensure that everyone provides the same pass-key for your exercises.

Authenticate users

Anytime you want to create an event, select the only signed user option to allow specific users to participate in the exercise.

Join before Hosting

Deny others the opportunity to join a meeting until the host arrives. You can set this by proceeding to settings and set it under the profile settings section.

Lock the meeting

When you start a session, proceed to manage attendants and select more. Select to lock meetings, and whenever an intruder tries to access, it automatically pushes them out even when they provide your details.

Toggle off attendants screen sharing

It is important to disable the sharing feature to avoid intruders and ensure that they cannot share your screen or gain access to your accounts. You can access this feature through the security tab inside the functioning sessions.

Utilize a generated ID

Users can log in to their profile without their meeting identity, which is another exciting way to avoid intruders and hackers from tampering with your activities. You can select a created identity while you create a new event. Ensure that you keep the information safe.

Utilize the waiting room

It is a wonderful concept provided by the service to screen attendants before they gain access to a meeting or video interactions. The feature is also important for legitimate purposes like interviews, which provide more host control on the session and security.

Do not share files

You should be watchful with the type of file you share during the video interactions, especially if you do not know the contacts you are sharing files with personally because it can cause a security breach. As an alternative, share items to a known contact or trusted devices such as Google Drive and the likes.

Eradicate uninvited guests

If you notice that you have unwanted contacts joining the video interaction with your students, the platform comes with a feature that users can utilize to remove all unwanted guests. To perform that task, proceed to the attendant's tab. Hover on the name and select more, tap remove in the options.

Check for updates

It is also important to check regularly for updates and always install the latest build. To check, launch the app on your device, and select your profile, select check for updates. You can update the app if there is any available update as it will fix security patches.

Chapter 6 – Troubleshooting

Having a series of issues with the zoom service can be very frustrating and cause different disruption to your video interactions. If you have a faulty or unresponsive camera, there are several basic steps to go through to fix the issue. One of the steps includes checking and examine every program and ensuring that you close the programs used by other programs.

If you join a video interaction with a bad camera, the platform will display an option for you to access the video before gaining access to the interaction. Users can encounter several issues while utilizing the free service, and there are different types of ways to fix every type of glitch. Below are a few likely issues to face and solutions:

Problem:

Background echoes during a session



Solution:

It is a glitch faced by several users of the service, and you can encounter different audio problems like echo during a call. Firstly you need to identify what the issue is, and there can be several causes. You could have a smartphone and system audio on at once. If that is the glitch, you should remove one manually so that the other can function correctly.

You can either leave audio or phone call in the process of a video interaction by selecting the up arrow close to the mic logo and then select leave audio. You can also encounter this problem if the user's phone speakers are very close to one another.

Lastly, computer systems with functioning audio could be inside that same meeting room. To solve that type of problem, you should ask the two parties to move apart from one another or instruct one of them to leave the room or mute their gadget.

Issues:

Service freezing during a conference

Solution:

You can have this type of problem if you do not have a functioning cyberspace network. Utilizing a mobile gadget, you should go to a location with quality internet, and that could solve the issue. Check your internet speed and ensure it is good for successful video interaction.

If you find yourself in team settings having conversations with lots of people, you should have at least 1Mbps speed for downloads and upload speed of 800kbps. Ensure that you examine the network connection before you begin. You can enhance its quality by modifying your settings. For instance, you can take several actions to reduce the level of required bandwidth for your interaction, like utilizing the appearance or turning off HD options to fix the problem.

Issues:

Screen sharing issues



Solution:

Lots of users enjoy utilizing the feature while making interaction, and performing that task is as simple as tapping the share screen logo beneath your window. Before you decide to utilize the attribute, ensure that you go through the settings and connect to a call with an excellent cyberspace connection.

The task consumes lots of bandwidth, and it is a great idea to run a test on it before utilizing it. You can perform that task by clicking on start while you have no video on the home screen in the process of joining or beginning a video interaction.

The interaction will begin with conferences in audio-only, which will, in turn, free up some bandwidth and refuse to turn on your video. If you have access to the video interaction and wish to utilize the attribute, you should turn the video off by tapping stop and tap the share screen key on your visual display.

Issue:

Remote control issues

Solution:

In the process of sharing your visual display, the participant can ask for your remote access to fix the problem or give a detailed analysis. You will find the tool to ask for remote access under options to share the screen. If you want to give anyone access to the remote, but it is not functioning correctly, you can fix that problem in different types of ways:

Anytime you tap the share icon, the sharer will get a notification indicating if they want to allow the screen task feature to take effect.

The host can revoke the remote access anytime by tapping the mouse. Lots of people always have something to do with the remote control, which can end the device session before you even begin, so you should advise people to leave their gadgets before gaining access to the remote.

Issue:

Not getting emails

Solution:

It is a regular issue faced by lots of users and can sometimes include not getting emails for profile activation. The mails should arrive in your email address in less than thirty minutes by default and sometimes take longer, but if it fails to arrive, ensure that you configure the email properly.

The process is not something you can perform on your own, and you need to ask the IT section to whitelist the mail IP addresses of the service. If you utilize Google mail, you will find the message in your spam section.

Issue:

The service keeps crashing

Solution:

If the service continues to crash, check the platform's down detector and service status for any regional problems. You can have series of issues with the platform servers if you have regional issues as well as a bad service, which will keep the app down for some time, and then you have to wait until it restarts itself again.

If that is not the issue, you should try the web version of the service as an alternative to the app. If you have a functioning cyberspace connection, it is a reliable option compared to the app and has fewer issues. You should also examine the peripheral settings because the service may not understand your settings.

Issue:

Getting bombed on the platform

Solution:

Bombing is the trend of participating and disrupting video interactions with loud music or anything to distract other people in the meeting. If you are getting any of these treatments from anyone, you can solve the problem and stop it from reoccurring by utilizing a pass-key.

The host can attach a code at the point of entry for participants who wants to participate in the exercise. It means that uninvited guests cannot have an easy entry into the interaction and cannot cause any disruptions.

The platform also has an end to end encryption feature for security purposes and protect users contents from uninvited guests. You should also check out the paid version because the free is more liable to come under attack from hackers and people with malicious intentions.

Problem:

Slow network connection

Solution:

Lots of users face this type of problem daily, and you must know that you can solve this problem quickly. The first task to perform is to turn off the video stream temporarily while you continue to maintain the stream for audio.

In some cases, if you run the web camera on your gadget, it will utilize the available bandwidth of your cyberspace connection, and that can affect interaction. You should turn off the video feature, and your network connection will have more consistency and quality.

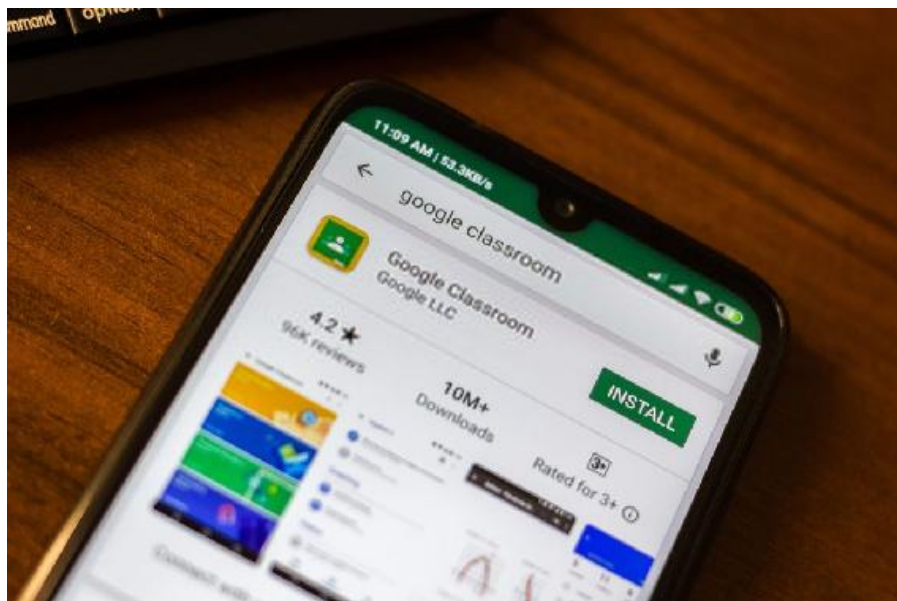
Glitch:

Installation problems

Solution:

In the process of installing the service, users can run into a series of problems that can lead to unsuccessful installation. If you cannot install the service, you may have problems with your antivirus, and it can block the service from installing. You will most likely face this type of problem if you obtain the app from an unknown source in another location. The file may contain a different virus that can hinder your system, which can lead to that type of behavior. You should always obtain and install the service from the official website. (<https://zoom.us> only).

Chapter 7 – Benefits of Google Classroom for Everyone



The tool has lots of benefits and useful for college students and teachers as well as designers. Over the years, there have been increasing support for paperless classrooms in lots of universities and rural areas because it gives users the ability to complete lots of assignments and homework online.

The tool is easy and straightforward to utilize for students and minimize the use of paper more importantly for users without classrooms and instead attend virtual classes. The free platform consists of different advantages, and they include:

Straightforward to use platform

It is easy to utilize and has a straightforward interface which is one of its best benefits. It provides guides to follow on each step while you use the platform, and when you get to its main page, it will invite you for interaction with your class. Users can also create an announcement and send them out to your class members or teachers at your own time as well as give replies to notes from fellow students. Users do not require any special training or experience to utilize the platform, its software and interface.

Blend the platform with Google products

Users can easily integrate the platform with Google slides, sheets and docs. It provides a platform that syncs up with different free to use tools for an institution that runs on a tight budget. It also offers students and schools different ways to work in an advanced technology environment without purchasing any classroom software, which can be an expensive option. Lecturers can now give several tasks to the students through the platform, and when students complete the project, they can check it off easily. The tool has excellent steps to follow to complete different tasks and ensures that it stays organized to avoid confusion on a later date.

Learning online

Over the years, there have been lots of institutions that require students to conduct online classes before students complete their degree. If your course in school for masters educational level has anything to do with education, there will be lots of tasks to perform online. Teachers can also sign in as a student and go through the tasks so they can put first-timers through to avoid confusion. Students can also take up a course or upload contents into the internet world as well as learn several other things. The manufacturer's created the platform to give users lots of exposure at a very young age.

Access to different materials

The internet is the place where you will find virtually everything and the platform allows students access to different types of materials. The need for worksheets for projects is a thing of the past, and students can easily gain access to classroom materials without being present in school. It saves everyone lots of time and stress.

Differentiation

The tool is an excellent platform when it comes to differentiation because users can create different classes for one unit. It gives the teachers access to students privately in cases of correction without any bad feeling. It also helps users create homework and assign them to students individually. The teacher can assign a different task for students in a unit. You can also create different groups for students and fix each into where they can perform better. The platform is safe and flexible enough to use and ensure each student gets the requirements. Users can also modify groups, and they can recreate or delete classes.

Less-paper

The platform took care of paper dependence for projects and users do not need papers because they now perform all of the tasks online. Students now require an only internet connection, and they can attend classes and perform several tasks. It also saves time and money.

Students interaction

One major benefit of the platform is the creation of different types of assignments which can include questions. You can also determine the points of each question and allow interaction among students. It creates rooms for learning among students, and everybody can learn from each other. Everyone can talk to one another and teachers can give direct instructions to students both generally and individually and even with parents through the individual feedbacks, comments or email.

Give video lectures

One of the easiest platform to perform that task is YouTube, and the classroom gives users the ability to attach a video they create to explain anything and then upload the embedded code of the content through URL. The platform comes with the video attribute and lets users make video lessons and create a competitive environment for students to learn. It is also a great rival to other video uploading platforms that comes at a price because it comes at no price at all. Users can also include videos and differentiate their topics and

sections.

Time-saving

Users can access all of the classroom resources in one location and students do not need to go to school to submit assignments. The need for a notebook because all of the lessons are now online, students can reply to questions and submits projects and homework on the platform. It also ensures that all of the projects and tasks remain organized, and users do not have to spend lots of time searching for projects or lost materials. It also makes the work of teachers easy to do because every student data, grades and assignment submission will be in one location, and that can save the teacher lots of valuable time.

Create accounts for new students

The classroom makes it very easy to add new students. Proceed to people tag, and you will find a teacher's list and students having a small person logo together with a plus sign. Select the logo close to teachers to create a new teacher and distribute workloads or assign classes. Students can also get into your class if you give them access to the code that you will find beneath the list containing students.

Differentiate skill levels

If there is more than one level of skill inside a classroom, the platform can let you distinguish them by creating different classrooms as much as you want it. You can create a class and give it the desired name. Teachers can have more than two student groups utilizing the platform, and the first group can be for level three while the second group would be for third grade. Users can use the platform to create different classes and separate the groups from one another, and each can function at its own pace. Teachers can also see each student from different classes on the same dashboard and give instructions and also help students that need extra help on projects. Teachers can also monitor the students.

Minimize excuses

Students always come up with different excuses for not completing their tasks or assignments, but the platform can help teacher curb that habit and ensure that students perform their task and assignments. The platform enables the student to work on assignments and submit them digitally, which means that student cannot use I lost the assignment papers anymore. It also lets the parent monitor the student progress. Lots of institutions utilize the online learning option and allow their students to attend classes comfortably from home.

Chapter 8 – Getting Started with Google Classroom



The classroom is a free platform that gives teachers the ability to provide instructions for students as well as share files with one another. Teachers can assign tasks and assignments to students and also grade the assignments without printing or the use of books. It is also a platform where users can communicate with one another and a service where teachers can post different announcements, homework, and emails to the student as well as the student's parent. The platform utilizes google drive, which is a cloud-based program for sharing files. It gives teachers the ability to utilize different google services such as docs, forms and lots more to create and keep student's information.

The platform ensures that teaching becomes more productive by making assignments digital and enhance interactions among users as well as teachers to students. Users can create a new class, give feedback, share tasks and see all of the data in one location. Lots of institutions and non-profit organizations utilize the platform for educational purposes with zero cost. Anyone with a Google profile can utilize the platform for free, which makes it available to a lot of people and institutions. You can also utilize the platform for business purposes.

Benefits

The classroom has lots of advantages to teachers as well as students, everyone and anyone can utilize the platform for different types of projects including online classes, assignments and online learning. The

benefits of the classroom include:

Easy setup - The platform is simple and straightforward to set up and use. Users can create a new class, invite teachers and students. It can also perform several tasks on the classwork page, and users can distribute and assign assignments, materials, information and questions.

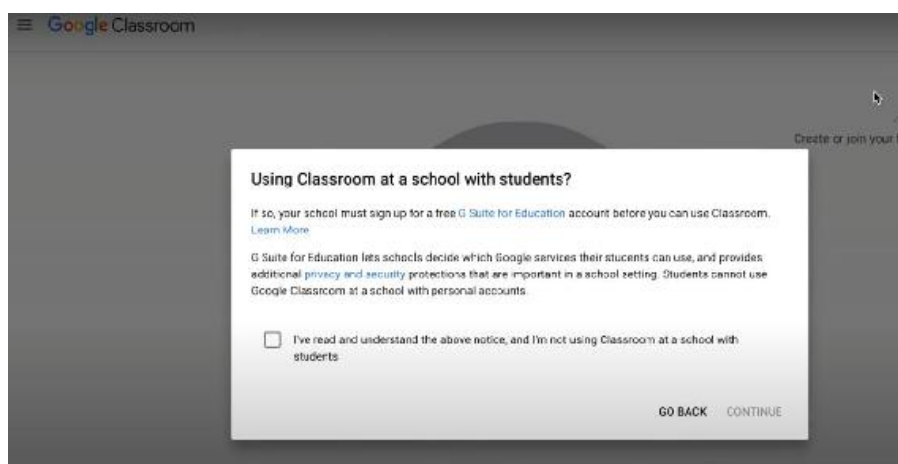
Eradicates paper and saves time - The platform eradicates the use of paper for assignments and allows you to create classes and share information and enable interaction between users. Teachers can talk to the students directly and also remain organized and ensure that all of the student information remains in one location. The process also saves users lots of time and energy.

Excellent organization - It ensures that all of the information and materials remain organized, and users can view homework's through the class stream, to-do page, and class calendar. You will also find the materials for the class inside the google drive folders.

Feedback and improved interaction: Users can create a homework, begin interactions in class, distribute materials between one another and send announcements. Users can interact inside the stream for class or through email. It also gives teachers the ability to monitor students progress and see who needs additional help and who has completed the project and also provide grades for the assignments as well as feedbacks.

Easy functionality with basic apps: The platform functions properly with different types of applications such as calendar, forms, drive google docs and lots of the basic applications.

Secure and in-expensive: lots of institution utilize the platform as well as non-profits organizations. It comes with no adverts and will not utilize any information about the students or teacher for advertising.



Accessing the platform

Before users start utilizing the platform, the first thing to do is to log into your Google account, and if you have no account, then you should create an account if you want to utilize the classroom platform. You can access the platform via its official website, which is classroom.google.com. The platform also has a mobile application that users can download easily on smartphones. It is one of the best applications for online classes and comfortable to utilize. The platform also ensures that different tasks are more convenient to perform, like creating and grading assignments on a personal computer. The platform also teachers create classes online where they can easily manage different student documents and materials as well as pass information. Teachers can also communicate with students in the same class individually and also as a group. The below steps will help you create a class when you are ready to begin:

Launch your web browser and proceed to the official platform website, which is classroom.google.com. Now log in utilizing google applications for education.

When you get to the welcome display, select the plus logo that you will find on top and create a class.

Now type the class section and name inside the dialogue box for creating classes.

Select create.

It will create your new class, and you will see the class with three major tabs. Below are what the major tabs mean:

Stream: It is the location where users can make an announcement to the following users and also manage the homework assigned to a class. Users can create a new assignment and add different items as well as due dates. The platform will display upcoming homework on the left pane. If you are familiar with social media use, then you should know that the mode of message sending to an entire class is similar to the classroom platform. Users can exchange messages comfortably and even add attachments like video's and so on.

Students: It is the location where teachers can manage information and students in general. Teachers can send invitations to students in a class and control the level of permission given to the user. If you want to invite a user to a class, build a google contact for the student within the application for education, and you should enable that the student is present in the institution's directory.

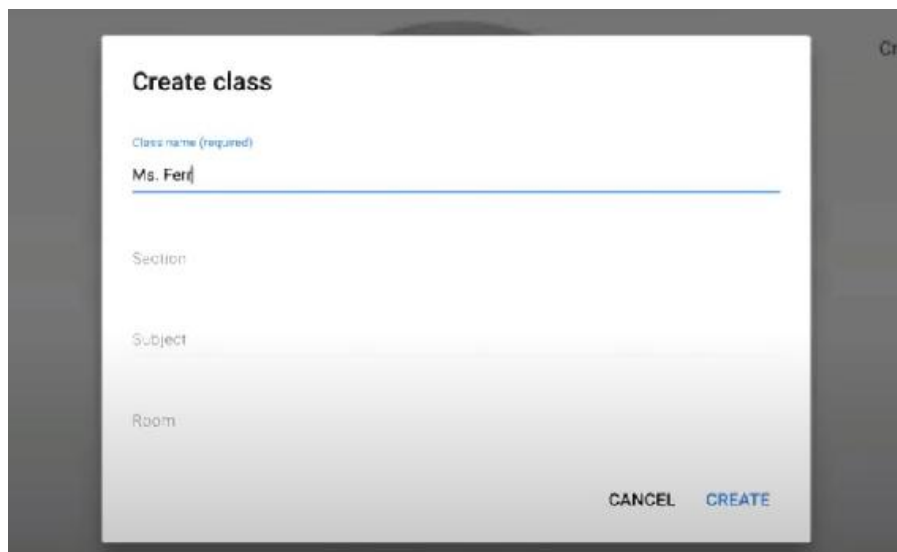
About: It is the location where users can add course definition and title, users can also include locations and additional items for the entire class folder inside the drive.

Create a new class: Users can create a new class by selecting the plus logo on the welcome display. You will find the sign close to the username section.

Give the class a new name or archive: On the welcome page, select the three dots that you will find close to the name of the class and you can either give the class a new name or archive it. Whenever you archive a class, it means that everyone can still access the file, but nobody can make any additional changes to that class because of the function that you performed on it. The class goes into its segment, and you should know that you can also reverse the action you performed and restore the class whenever you desire by viewing it. Select the dots and tap restore.

Access drive: Select the folder logo, and it will launch your drive, and you will find every classroom material in that section.

Chapter 9 – How to Create and Manage a Class

A screenshot of a 'Create class' form. The form has a title 'Create class' at the top. Below it are four input fields: 'Class name (required)' with the text 'Ms. Feri' entered, 'Section', 'Subject', and 'Room'. At the bottom right of the form are two buttons: 'CANCEL' and 'CREATE'.

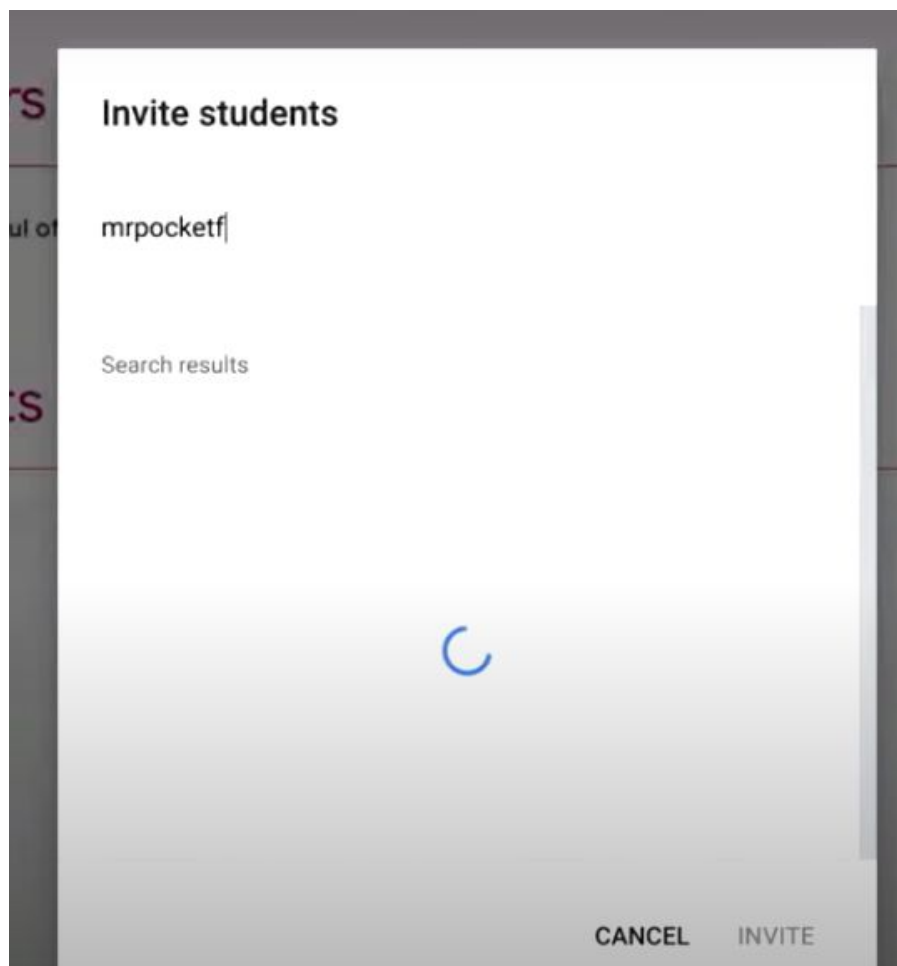
Over the past few years, there have been different types of research to support the utilization of users partnership and group works for assignments from class. The platform improves users creativity in giving and assigning collective projects an offers several options to perform the task. The platform allows users to group assignments and teachers can also assign projects to students. You can perform the task of lessons assignment to a collection of students with simple steps, manage the class and unlock the possibilities that teachers and students could not utilize in the past.

Create group documents

The first thing is to create a document for the assignment. And they include sheet, docs and so on and duplicate every group. Ensure that you add the name of the group or include a number at the end of the file name for easy identification and assistance. Users can store group assignment inside the drive where they can locate the stored document easily. It is also very easy to store documents in the folder of the classroom.

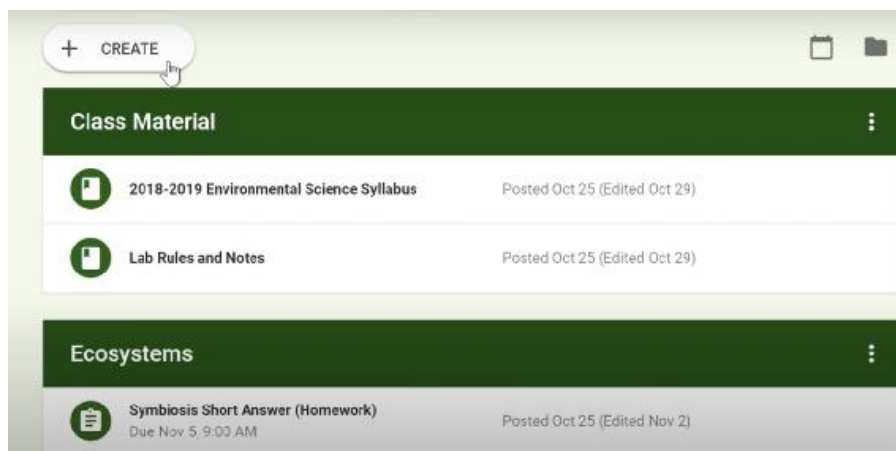
Create a topic for group assignment

Proceed to the tab of the class and click on the create button and select the topic. Find a suitable name for the project and input it and then save.



Select students

The first thing to do is to tap on the create control ley and select assignment. When you get to the dialogue box of assignment, select the drop-down menu for students and unmark every student and then select the number of students that you want inside the group. If you want to create another group or more, you should repeat the same.



Create homework

Proceed to the dialogue box of homework and find a suitable title for the homework or project which include the name of the group or additional instructions. Now click on the group task topic, and now you can give the group a task to perform. Now assign the task and ensure that you select students can edit in the options instead of creating another copy for every student. Users should make that they create a draft for the task before they create the group.

Reuse one assignment for more groups

One exciting feature of the classroom is the reuse attribute which helps teachers a lot. It helps them avoid typing information all over again for each student inside the group. The first thing to do is to select the create control key, and tap reuse post and the dialogue box for the reuse post will display. Click on the post that you want its duplicate and tap reuse. Now you can edit the project as much as you want for the groups. Make sure that you adjust the group members through the drop-down of the student and ensure that you change the number of the group within the controls and title if necessary. Also, you should not forget to remove the homework for a particular group when you want to create a new group. If you do not want to post the homework at the moment of creating the group, you can save it inside the draft folder and utilize it on a later date.

Post group assignments

Whenever you complete the draft of the group assignment, the last step is posting it inside the group so that the students can have access to the project and start working. You will find the draft containing the homework that you create beneath the group topic that you create. Select the three dots menu and tap edit. The conversation box of the homework will show according to what you post, and you should perform the same task whenever you want to post it to groups.

Create a class

The first thing to do is to launch your web application and proceed to classroom.google.com.

What you require to utilize the platform is a google account, and you can begin right away.

Select the plus control key to creating a class.

If you are utilizing the platform for the first time, you will have a blank space without any display of previous projects.

If you have previous projects, it will display on the screen, and you can simply tap the plus sign to create a new class which is a faster option.

Add data for the class

The first thing to do is to find a name for it for easy identification for users whenever they launch the platform.

Utilize the field segment to distinguish between several classes with similar types. Lots of teachers utilize the field for lots of class projects and period. It is optional.

The subject allows users to select from its lists or input your own.

After creating a class, now add students

Teachers can roll out a code to add to join the class. It is one of the

fastest ways to get users into your class because by showing the code, users can sign into the platform easily. Select the plus sign and tap join the class and attach the join code, and you will find yourself inside the class.

Teachers can also get users into the class through the use of email. It is an excellent alternative if you do not hold a physical class whereby students have to attend in person. To perform this task, select the tab for people on top and tap the invite students control key. Teachers can send direct emails to students or in groups.

Customize the classroom

After creating a class, it will be an empty one, but it is the time where users need to become creative. Tap the select theme, and it will launch the header photos collections where users can add photos to beautify the class.

Users can upload contents to beautify the class, which include images of a class or anything that looks like a class. A lot of teachers prefer the header image option containing vital information and different graphical images for fun.

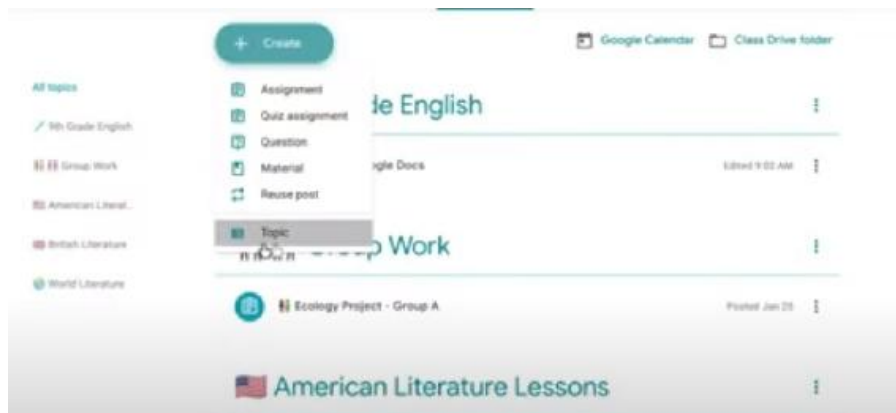
Utilize the platform in everyday class

After setting up the class and adding students, the class is now functioning, and students can perform several tasks as well as take instructions from the teachers. But there are few other things that you need to do in the class, and they include:

Add announcements.

It is an excellent way to interact with the class and update them with the most recent information. Teachers post them into the class stream, but it does not associate with the grades. Proceed to the stream and select share anything with the class. Now users can add text if they want the text in the announcement. Users can also include different types of files from the drive or the computer system and then post it or create a schedule for posting on a later date.

Organize topics for the class



Classes can have several units, chapters and objects and of that is the case with your class, you can classify the questions and homework by topic if you want to keep it all organized.

Below the homework, select create button and include a topic for it. Then, anytime you create homework or want to announce something to the group, you can add the topic to the content.

Grade projects

Whenever a user completes a project. Teachers can give comments and grade the project. Select the class control key and tap the homework to see the project within it.

Below are a few steps to take:

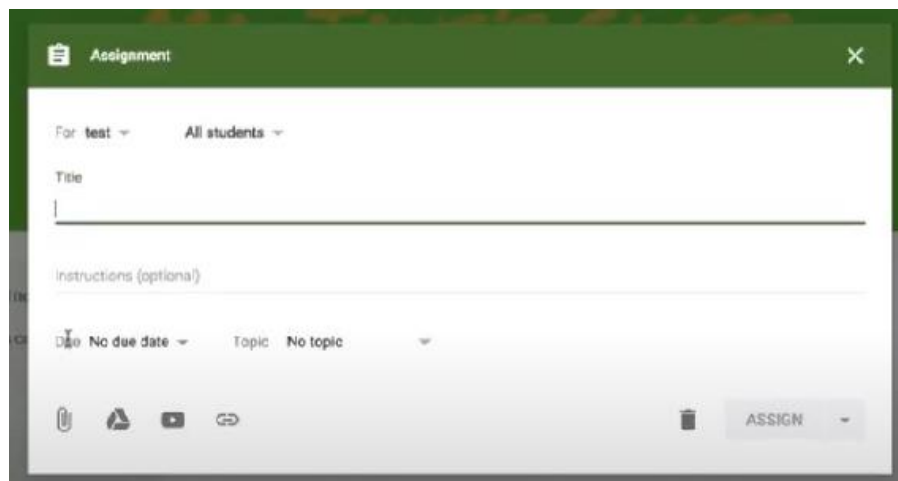
Organize the project by users that submit or by every user handed the project.

Launch and see the student project by selecting it. Teachers can also add a comment directly to the file or input private comments to the projects by selecting the name of the student.

Teachers can now add grades to the student's project.

Now ensure that you check the box with names and select the return control key.

Chapter 10 – How to Set Due Dates, Manage homework, and Assignments



The platform is a digital system created by Google that gives teachers the ability to teach by creating different classes, reply to questions and lots of other tasks to perform. There are lots of different methods for which teachers can utilize the platform and below are few instructions to follow for creating homework and projects for your smartphones and personal computers.

Create an assignment on the platform

The first thing to do is to log into your google account and select class. Hover across the add control key and select generate the assignment.

Input the name of the project as well as its instructions

Modify the projects time or due date

The project will be due the following day, and you should change it to your desired time.

To perform that task, proceed to the segment and select the down arrow

Select the desired date

To set the time, select time and input your desired time

If you want a project without a date, select the due date and tap the

remove control key that you find close to the date.

Users can also include different items to the project like audio and video files, from the drive as well as videos from different platforms.

To upload a file

Click attach

Choose the document and click Upload.

To attach items from a drive like forms and so on, select it and then select add.

Teachers can also determine how users communicate with the item you attached by tapping the down arrow and choosing one of the options where users can view files without altering it and editing files while altering it. Teachers can also make copies for every student, and they can modify it.

If you want to include a video from YouTube, select add YouTube video and click on one of the available options:

If you need to find the video you want to add:

Select a video search

Input the name of the item you are searching for and select it.

Select add.

To add a video link:

Select the link URL.

Tap add.

To add a link, select the link and input the URL

Select add

If you want to eradicate an attached item

Select remove on the edge of the item

Post assignment into different classes

Select the down arrow that you will find close to the name of the class

Click on the box right after the class you wish to add

Create projects on the platform with android

Select the classroom and proceed to the class

Click on add and then proceed to the project

Input the name of the class and other important details

Now you can modify the projects time or due date

The project by default will be due the following day, but you can alter it.

Select due date and choose another date and click on the done control key.

Click on time, choose the desired time and select done or

You can include several items to projects such as pictures, videos, and so on.

Users can add files by clicking on attach and choosing it

Click upload

Include an item from the drive, select the drive and choose

Click select.

To determine the way users communicate with an included item, select preview and click on one option below:

Edit files and modify it

See the file but cannot modify it

Make another copy for every user, and each of them will get a one that they can alter.

Eradicate the included item

Whenever you want to add a link, click on it and input the URL

Click on add

To add files, select upload

To add an image, click on the camera and pick your desired picture

Select okay.

To add a video from YouTube, click on attach video

Select one option:

To search for your desired video attachment:

Click on the video search

Input the name and select video

Select add

To add a video link:

Select the URL.

Input it and choose add

To eradicate, tap preview and delete

Distribute the project into different classes

Select add

Choose any extra class and tap complete

Create projects on the platform with iOS

Select the classroom and proceed to class

Click on add and proceed to the project segment

Input the name of the class and additional details

Modify the project time or due date

The project becomes due the following day by default, but you can modify it.

Click on the date and choose another date and select okay

Click on add time and choose a time and select okay.

If you want a project without due dates, you can also remove it

Add items to the project, like links, images, and so on.

Select attach

To add an item from the drive, click on the drive and choose the attachment

Teachers can also determine the way users communicate with the added items by selecting preview and selecting one of the below options:

Users can edit and modify files

Users can see the file but cannot modify it

Create a duplicate for every user, and they will receive files that they can modify

Users can also eradicate the item

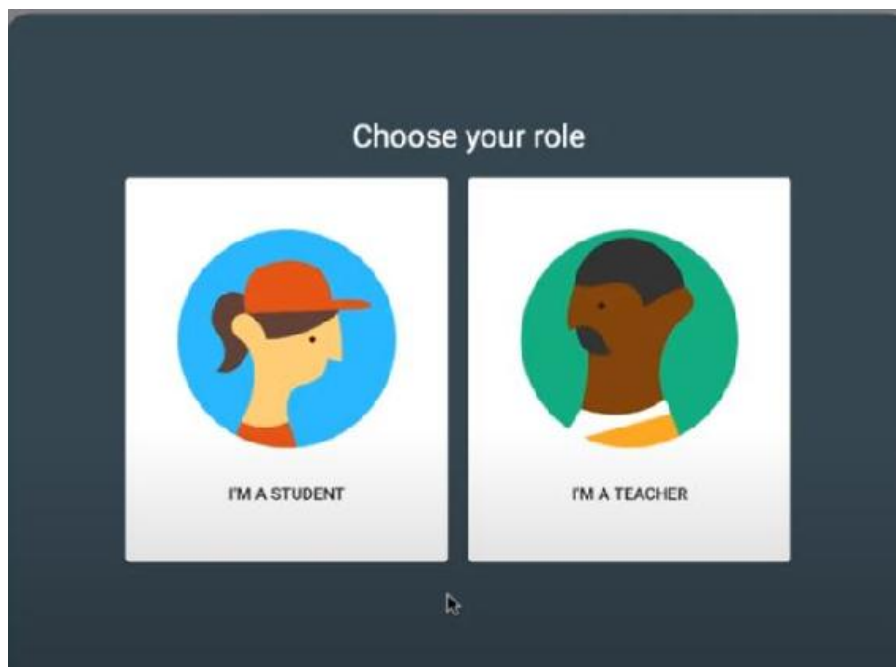
To add a link, select it and input its URL

Click on add

To add a picture, click on pick image or take a shot with the camera and select add

To eradicate an item, select remove.

Chapter 11 – Inviting Students and Teachers to Classes



After setting up the class, you need to send requests to students to join the class. There is no limit to the number of people that can get into a class. Users from the class can get in, or you can also invite them with a code which is one of the easiest methods to perform:

Invite students

Teachers can invite users from the directory of the institution or directly from the teacher's contact or groups. Follow the below steps to perform the task:

Sign in to the class and select the tab for students

Select invite

Within the box for inviting users, tick every box close to the user that you want to invite and select invite students.

There will be an update of the users that joined the class, and the users will get an electronic mail with the class link.

Users should select the link and will get into the class.

Join a class

Before users can join a class, they need to log into the chrome web browser with the required information. You can get into the class by getting the code from the teacher, and if you are the teacher, you can get students to join the class through the page of the class. Follow the below steps to log into a classroom:

Launch chrome: The first task to perform is signing into chrome.

Select the plus sign, and it will create a new tab. It let users log into the chrome menu and select the new tab control key.

Log in to the web browser, and it should log you in with the institutions' details, but if not, select the name of the person and log in with the email and address with the school account.

Select sign in

Proceed to the platform official website and click on the enter button

It will redirect users to the page of the class with the join option by selecting the plus logo at the visual display's top.

It will redirect teachers to a page containing lists of the available classes.

If you are utilizing the platform for the first time, click on the google account when displayed and tap the continue control key. Follow the instructions on the screen to complete the process.

Join the class

If you are the type of student that share a computer, then you need to sign the other account out first before you input your login details. Perform this task by selecting the name inside the web browser and tap switch person.

Click on remove a person from the menu that drops down.

Proceed to the classroom official website and select the plus logo while will expand the menu.

Select join, and it will display a box for the code which you should enter and tap join.

You should enter the code that you got from the teacher, and the platform will take you directly to the homepage of the class, and you can enjoy the entire process.

If you do not have the code available, you should log into your school email to check for it. Also, get in touch with the teacher as well as other students to know the way forward.

Go through the page of the class because the teacher will leave important information for you on that section.

Users can view upcoming projects in the box that displays on the page left side.

The page will launch the stream tab by default. And that is the collation of posts from your classmates as well as teachers.

Select the project tab at the page's top to check the details of the project.

You will also find the people tab on the right, and it shows a list of users. It can be a vital task to perform if you want to reach out to another member of your class.

Select the three-line to launch the menu of the class.

Invite students

Ensure that you log into the appropriate account and you should know that only teachers can invite students into a class.

Proceed to the platform official website

Select the class name of where you want to add them. The first thing that will appear when you log onto the platform is your class list.

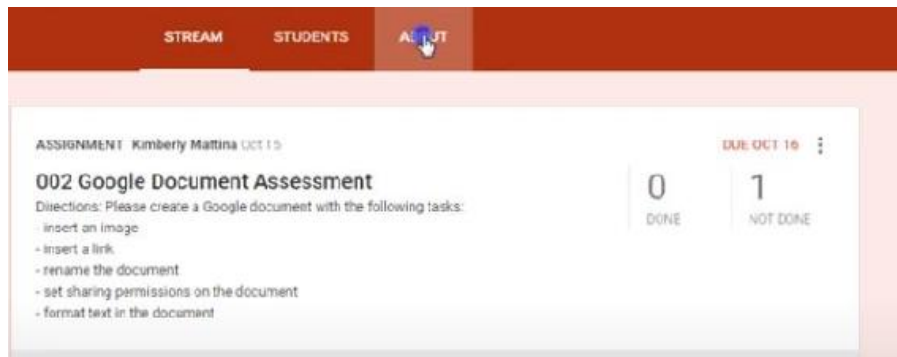
Select the tab for the people

Tap the logo to invite students which is the plus sign that you will see on the page.

Input the email address of the student, while you type, it will display results that match your input.

Choose the students that you want to include and send them invitations

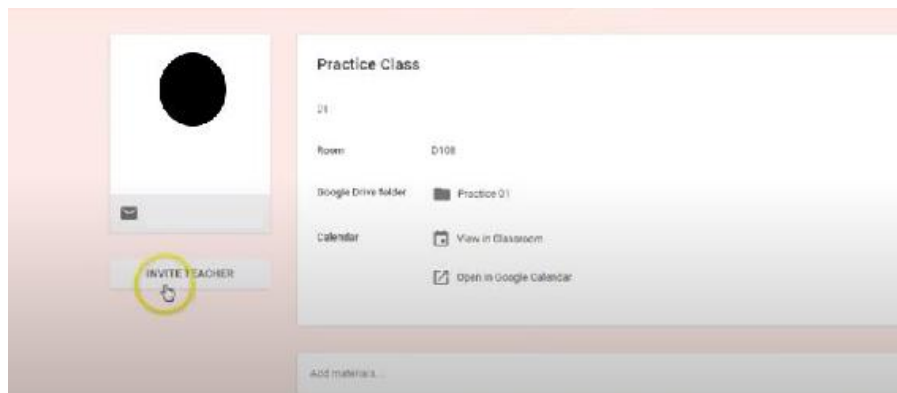
They will all receive a code from your class through email. There will be an update on the class after the students join.



Invite co-teachers

You do not need to be a group owner to add teachers utilizing google groups. To invite teachers with the groups, you should be able to see email addresses of members. If you cannot see the list, get in touch with the admin for authorization.

Now proceed to the platform official website and select the class that you want fellow teachers to get in.



Select people

Tap the invite teachers button

Users can invite teachers individually or in a group. Input the teacher's email address and tap enter

While you input the email, it will display the matching result, and you can choose

Select invite.

Teachers will get the invite and decide what to do with it.

To join, the teacher will select the link contained inside the email and sign in as a co-teacher.

How to Grade Assignments



and then put Them on Google sheets

The platform ensures that users do not require papers for projects and homework any longer. As a teacher, you can create a project or homework for the class with several extra items like worksheets and handouts. Users can now finish projects and submit it right back on the drive. After the students return the homework, teachers can now give the projects grades online, and you can perform that with the following steps:

Sign in to the class and select the tab for the stream if you cannot see it on the homepage. Users can find several projects made in that segment.

Within the box for homework, the number of students that have completed the project. And the ones that have not to finish list will display in that section.

Select done, and you will see the number of students that submits the project.

Select the student's name to enlarge the user's project

To see the content of the project submitted, select the attached document to the project submission. It will launch the file in the right format such as google docs and so on.

You can insert your comments into the file

There are different styles that teachers can write comments on the file, which will be different from the text of the student. It is similar to the olden ways of teachers making comments on students file with a red pen. Also, teachers can utilize the comment tool for feedbacks. You should perform a highlight on the text that you want to give a comment on and select insert comment. Input the comment and tap okay. Every comment that you make will save automatically inside the submitted document of the students.

Tap exit on the document and go back to the work page for students

Select the no grade button to assign grades to projects

Input your desired points which can be from zero to one hundred. You cannot input letters because it does not have a text field only numbers.

Tick the project box.

Select return. You have to return the project to the user before you can record it.

The class will ask you to return the project and if you would like to give feedback or comments. After that, you can click the return project button.

It will display the project as returned on the list, and the student will get an email update and can modify the project and send it back to the teacher if required by the teacher.

Anytime you create a worksheet for projects, you should utilize the applications from the drive like google sheets, docs and the likes. It is because the apps have perfect integration with the platform. If you utilize other applications like MS Word, the student will need to download and upload files as well as attach them to the project. The apps from the drives make the process comfortable and eradicate all the extra work.

Utilize gradebook to improve the platform

It is a platform that lets everyone display and track grades for projects. It also enables the teacher to manage lots of administrative functions on the classroom platform and one of the important attributes of the platform. It allows an excellent flow of projects, comments and feedback as well as grading, especially when users store the projects on the drive apps such as docs and so on. Teachers can include comments on the google application, and it also has a sidebar for grading that allows teacher include a note that the student can read along with the work grade.

Select a grading method

Click on your class and select the sprocket. Proceed to the segment for calculating the grade. There are three methods to select from which are total points, no overall grade and weight by category.

No overall grade means that you will not require a class to track the grades while the remaining two allow the attribute for grading. If you choose the category option, you have to create and input the settings for the category that add a hundred per cent total. If you choose the points option, then you will have to add value to the point of every project. Lots of users utilize the points option because it is easy and straightforward to understand. After selecting the method for scoring, you can create categories for grades and give them values in point or percentage.

Create projects: Select create inside the class tab to include a project, question, or different contents. Anytime you include classwork, you should choose the category for grades, per cent or point values and also include the due date.

How users complete and submit a project

Whenever users log into the class, they will have access to the project and create as well as finish the project. For instance, as a reply to writing projects, students can create a google document and can include a link to the new document display on the page for the project. Anytime the user launches the file and edits the document, there will be a turn in option close to the share button. When the

student completes the project, they can submit it in the class, and the teacher will have access to the project and grade accordingly.

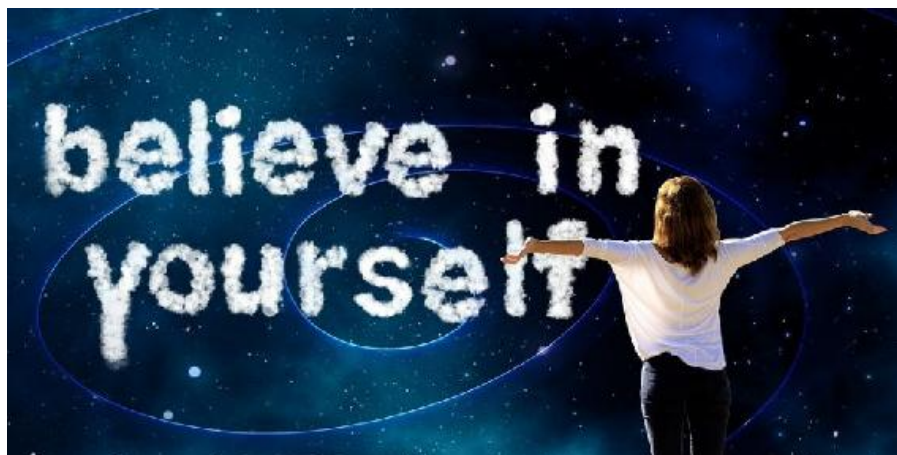
How teachers grade and return projects

When a user submits the project, teachers can now include comments, grade the project and return it. The grading view also displays the for teachers similarly to the turn in control key. For instance, whenever the teacher reviews a document submitted by the student, it will display a return control key and a panel that contains a spot for comments. There are some projects that users do out of the system, like activities in class or group communications, and teachers can grade the project manually.

How students and teachers can access grades

On the platform, students and teachers can access the grades for every project. Teachers can also decide if they want students to see the overall grade of the project or not. It is better to let them see the grade if you are sure that you graded them correctly and free of errors and ensure that they know what the score formula is and what it states.

Chapter 13 – How to Motivate Pupils



Motivating pupils can happen in different forms, encouraging them means providing support for people that needs it for improvement. Pupils need to know that they have someone they can look up to whenever they make mistakes and ready to put them through the process of learning. There are different concept to use when it comes to encouraging users. Below are a few methods that you can utilize:

Give feedback's on projects from time to time. Teachers should give students feedback's regularly on the minimize of feedback on each project. It creates a connection between the student and the teacher and in-turn motivate the student, which makes it better than individual learning. It improves the student direction and re-position the focus.

Whenever a student requires a response, teachers should ensure that they comply within twenty-four hours because it will increase the commitment and focus of the student. Students love to know that someone cares.

Teachers should learn to give constructive comments on projects and create a little source of motivation. When the students get a low grade, teachers should be another source of encouragement to them and provide supportive feedback.

Draft a message weekly and send to students or post in the class for encouragements, it could be an audio or video messages. Still, it should encourage the students and enable them to get back to learning relentlessly. It shows the student that the teacher is genuinely interested in the learning process and committed to teaching the

student.

Ensure that the student knows where to improve. Anytime you want to give challenging feedback, you should point out the student weakness and areas that require improvements.

Be strategic with comments inside the interaction boards. Teachers should be watchful of the comments they make and remarks about users in different student groups and forums.

How the classroom platform helps

You can perform different types of actions with the classroom platform, and it can serve as a source of encouragement to students and help them with their process of learning. below are a few points where the platform can help students:

Allow students to work together in groups and give them homework

Utilize the google apps because they make the entire process easy to perform

Give feedback's quickly and be encouraging so that students do not get tired

Create homework's and ensure that they execute them without the use of papers

Create a class and add students

Provide lessons via the application

Share projects and announcements with different classes

Minimize cheating opportunities

Keep track of the projects and know who is not working

Provide flexible hours of work

Give a thorough explanation and example while teaching

New attributes

The platform offers lots of different attributes that can enhance the process of learning for every student, and they include:

Student response

One of the best attributes of the platform is this in-built feature. It gives the users the ability to insert different types of questions into the class page for streams and create an open discussion between students giving replies to each other. For example, users can upload a photo or video and add a question to the caption that the students can answer and discuss. It is also an excellent way for teachers to keep track of students learning progress quickly and comfortably.

Integrate calendars and reuse assignments

Another important attribute is the ability to reuse an old project or announcement from different classes which save lots of time when you want to create contents that similar to the project. It is also advisable to revise the project before you post it. The reuse post attribute helps teachers save lots of time and makes the job easy to perform. You can also sync the platform with the calendar from google because it places events and projects from the class to the calendar automatically. Users can also see the calendar inside the class. You can also bump a post on the stream to allow users to see it.

You can create projects with no due date for long-term tasks while you attach a form from google for you to assign surveys and questions to pupils easily. Of course, the new class technologies such as the platform is one of the best and can also produce lots of inconveniences if the wireless cannot support the stream of required devices and what the bandwidth requires. It is best to discuss and the wireless network before you connect it to new devices. Ensure that you double-check the network properly.

Interact with guardians and parents

Utilize the class platform to keep parents informed about the student progress so they can take understand the level of the child. You can send an invitation to parents to sign up for a weekly summary of the student or send it to them via email. The message can include the missing works of the student or where the student needs to improve so that parents can be the first teacher of the student.

Utilize google calendar to organize students

The class platform creates a calendar for every class automatically and provides detailed information about the upcoming projects and due dates. Users can also view dates for tests and any upcoming field events. It is easy to keep track of the calendar, and you should also know that new projects or modified due dates syncs automatically, which means users will see up to date information from time to time.

Assign work to a group of students.

You can easily assign projects and announce posts to different sets of students as well as individuals inside a class. The attribute lets you distinguish instructions easily and also give support to the users during a group project.

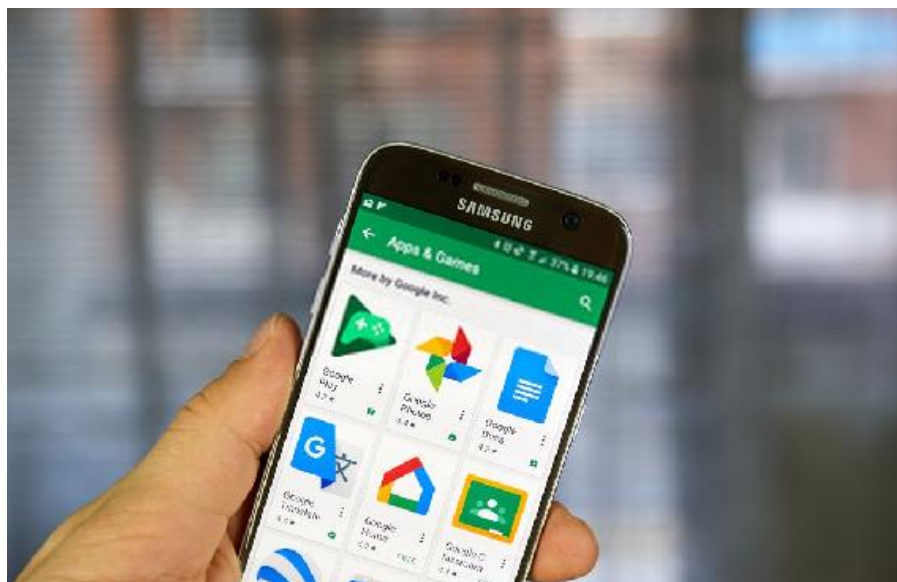
Utilize annotations with the mobile platform application.

Teachers and students can not utilize the class platform application on smartphones as well as chrome mobile gadgets. You can also give appropriate feedbacks by annotating users project inside the application. Students can also annotate projects to express a concept or idea easily.

Integrate the class platform with other tools

The platform utilizes an API to distribute information and connect with different tools. There are lots of applications and websites that you can integrate into the platform like newsela, peak deck, and so on. You should incorporate any of the applications that the student can relate easily and use it to teach them, and it will be a source of motivation for them.

Chapter 14 – The Best Google Classroom extensions



Over recent years, lots of people pursue a career in digital literacy. It is important to develop the different skills required in this new and advancing world. There are lots of extensions that you can utilize with the class platform to enable easy learning and understanding. Google chrome provides different types of extension as well as other institutions, and there are lots of it that you can use. The extensions from chrome extends to browser functionality and users can use to get access to important information. Below are a few extensions that you can use to improve your learning and understanding of the platform:

Grammarly

It is advanced equipment for checking Grammarly and can test your projects for any grammatical errors. The application has a free version that can help users prevent different types of errors when it comes to writing. Another important attribute of this application is that it function properly on virtually every website, which includes google mail, docs, and so on. The app also let users determine the type of English they wish to write, including American and British English languages. The extended version of the tool also checks for errors and can polish the text from plagiarism. It can provide lots of suggestions

on areas that need modification and ensures that you have a suitable text presentation.

Language tool

It is an improved version to the in-built chrome spellchecker for text mistakes and errors. The tool can also fix any grammatical errors in over twenty different languages. It also functions properly on virtually every website, which includes emails and social media. It underlines the area in a text that requires correction and lets you correct every grammar error with one click.

Save to Google-drive

It gives users the ability to store different types of contents to the drive. It also saves time and a vital tool for students that work a lot with google applications like drive, docs, and so on.

Store to Google-keep

It functions similarly to the above option although not a popular choice but one of the best extensions for the platform. You can use the tool to create digital sticky notes that users can utilize to build up lists, include pictures, text, and so on. It also streamlines the entire process by letting users save images and texts from the web by just performing a right-click on the mouse and saving it.

Ginger

It is an excellent application for checking grammar on the web. It gives users the ability to fix an error with one click and also offer suggestions to areas that require fixing and sentences that you need to rephrase. You can also change one line of text by just clicking on it. The tool has a free version that you can use to fix virtually any basic errors grammatically from the text from the web. It functions similarly to google mail, docs and the likes as well as social media.

Prowritingaid

It is a free tool that you can utilize to check the mistakes on the text and also provide suggestions in areas of the text that requires improvements as well as the text style. The tool can also check your text for plagiarism and functions properly for virtually every website as well as emails and social media. It has an in-built Thesaurus for suggestions on the area that you need to improve. Users can also apply every suggestion with the only click because the tool highlights the text area that you should correct, and when you click, it changes it with the improvement.

Nimbus screenshot

It gives users the ability to capture screenshots and perform a video record by selecting the logo on the toolbar. Users can capture an entire web page or a particular area and then edit the image with several tools for picture editing like text boxes and so on. The tool allows users to record and explain videos on a screen or browser tab.

Google dictionary

It provides definitions of words from the manufacturer's official dictionary. You do not need to copy the words to google to find its meaning anymore, and you can now perform that task by selecting the tool icon and input the word that you want to define. Or double-click on a word in any area of the page and you will see a pop-up box with the meaning of the word you clicked.

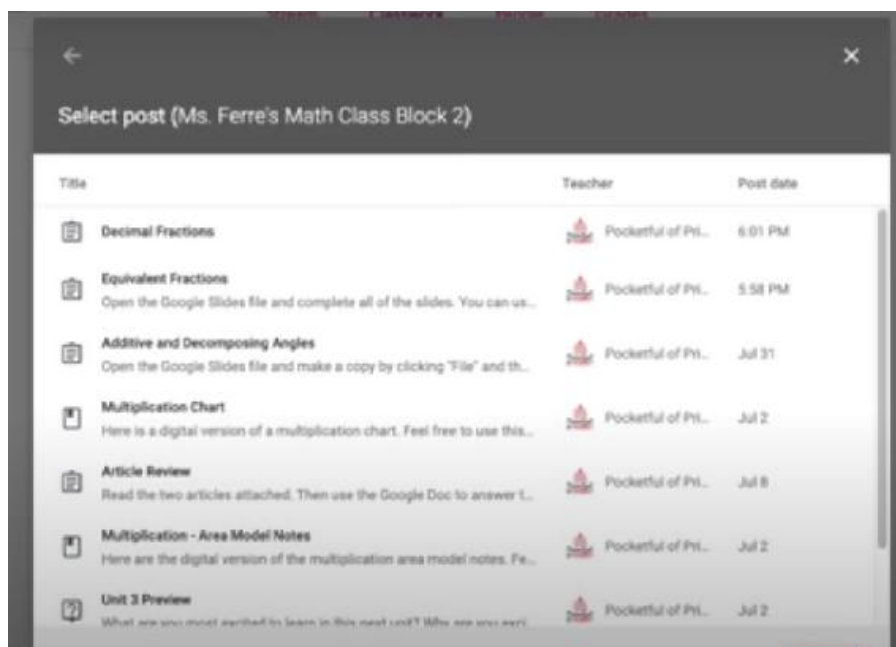
Power Thesaurus

It is another free tool that can display the synonyms and antonyms of words on the same page that you can find the word. It will enhance your texts and ensures that you can find more suitable words to replace them easily. You can check the tool by clicking on a word and then perform a right-click on the selection. Or select the tool logo and input the words you want to find manually.

Stay focused

If you do not like spending lots of precious time on social media or other unnecessary platforms, the tool is the best for you. It can continue to perform five-minute check-in whenever you have spent that amount of time on social media. It lets users fix a daily limit of the press and websites that continue to distract you. The tool has a default of just ten minutes, and that is enough time before the tool reminds you. If you are the type that fancy productivity, you should allow the nuclear option through settings and it will block every website. The option can block every site to avoid any distraction and remain focused.

Chapter 15 – Top Five Hidden Features of Google Classroom



The classroom platform is a popular learning tool for lots of teachers utilizing G Suite because it can blend and function properly with different tools such as docs, sheets, and so on. It provides excellent flow of work for students and teachers by conducting projects and contents for the class in a friendly environment. It has lots of hidden benefits that you can utilize in learning surroundings.

Header

It is very integral for building-up a file with lots of pages. You will find the title, the page count or both attributes.

Create

To perform the above task, double-click on one page and input the text. Users can tap the insert key and hover the cursor on the page number and to provide a slide-out that enable the pages to increase in numbers. No matter which method you prefer, you should get a

header.

Remove

To perform this task through docs, just take the text inside the header out and perform a click outside the space and then back to the text area. The header will be out of that location.

Change header size

To reduce the size through a file and utilize the field for additional body text, you need to modify the margin. To perform that task, select file and click on page setup. From this location, users can minimize it to the desired size or utilize one pre-set size from the drop-down alternatives. It lets users push and pull the it to your desired taste.

Research tool

It is an excellent tool for anyone that engages in writing in docs and to perform lots of research. It lets you perform your research and offer useful suggestions to information relating to the project. It means that you do not have to keep moving from one tab to another.

Users can launch the tool in any of these ways:

Launch the file and proceed to tools menu, then you will see research from the drops down.

Right-click on any word and tap research

Utilize the control, shift and I shortcut keys.

Anytime you launch the tool, it will display topics similar to your task and you can follow its contributions or not or utilize keywords. Utilize the menu that dropdowns if you want to see more information about the topic.

Comments

If you demand for lots of answers in class, or you enjoy making notes on existing files, it will greatly improve you. You can attach it directly

into the file. It functions similarly to an interaction thread, the more people reply, the more it continues. Anyone modify or eradicate different comments whenever they want as well as make contributions on the file. To attach your thoughts in writing words, perform a highlight a picture and tap insert. Select comment from the drop-down, and a field for comment will display.

Tags

If you want your feedback to get somebody's attention, just tag them. You need to include a sign like + and so on and then type your email address or name. Docs provides various options based on your contacts, and whenever you post the comment, it will alert the receiver via email. Sometimes the receiver requires access before they can view the file.

Find and Replace

If you have ever thought of finding different ways to identify an error within your text file, this equipment is the exact solution to that problem. It is an easy tool to utilize on the docs, easier than Microsoft word. To locate anything in your text file, click on edit and then find and replace from the drops down. Users can also utilize the control and F keys and then tap the three dots on your file. While you are utilizing the tool, if an error displays twice or more, select replace all.

Image editing

Whenever you insert a picture, you still have the opportunity to alter it inside the file. Select the picture inside the file, and you can utilize the toolbar kits for altering the picture. You can add lots of effects to the picture, which includes lights, borders, and so on.

Tools for cropping

Click on a picture and select the cropped logo. Now drag and drop the tools until you achieve your desired taste and save it by selecting to enter.

Chapter 16 – Top Useful Apps for Google Classroom



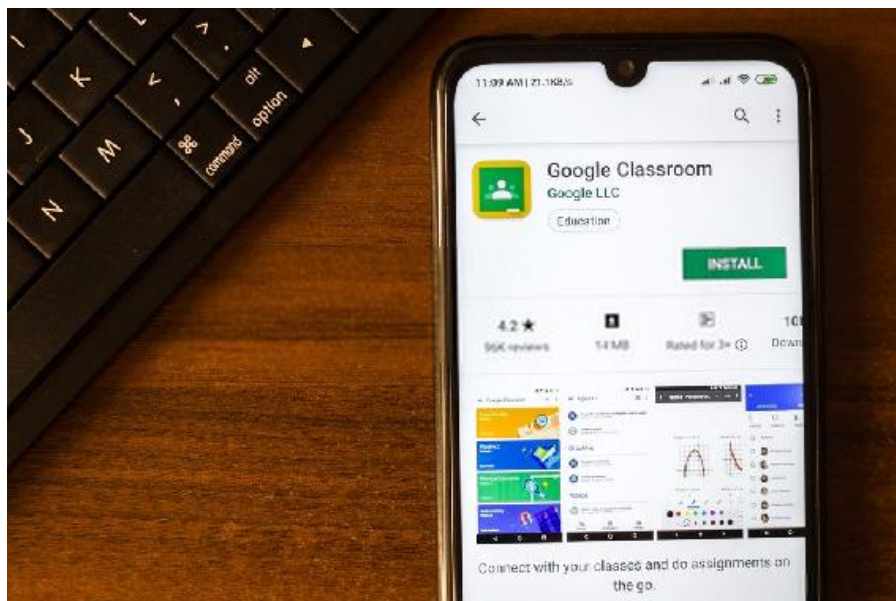
When it comes to the integration of applications, the classroom platform is a great excellent team-player for that purpose. It provides an effective and serene place for learning. Users can now integrate lots of applications with the platform, which can make the process of learning comfortable and enjoyable. Installing applications on the platform is a straightforward task to perform, take little time and functions better and faster. However, there are lots of applications that you can integrate with the platform that users can utilize to distribute information to others individually or in a group. Some of the apps allow users to stream media, build-up presentations and interact with fellow users.

Unicheck

It is a tool that functions excellently with the class platform when it comes to top-quality scanning of your text project. If you are utilizing the platform as a teacher, you can check different students assignments and ensure that the project is an original one and not copied from the web. And if you utilize the platform as a student, it gives you authorship over your projects, and you can defend it easily. One crucial attribute of the tool is that it is different from other tools that you use to check a text for plagiarism because it is for educational projects. The functions that come with the tool work properly for educational projects, and it can easily identify references and citations. The process of integrating the tool with the platform is a simple one, just proceed to the tab where you will integrate it and select google classroom from the LMSs list.

Discovery education

It is a tool that provides digital streams and textbooks, and videos for several courses like social studies, math, and so on. It can also provide access to different guidelines, professional materials, and so on. The tool offers much more than streaming, it is an excellent choice for learning and makes it much more comfortable because it consists of several components that enhance the process like student assessments and programs, audio clips and lots more. It also enlarges the class information and users can also create engaging contents on the tool, which also makes learning more easier.



Quizizz

It is a great tool that allows users to teach, create a game for educational purposes, assign homework's, and so on, which makes it an excellent tool for learning. It is also a tool that students will love because of its many features. Teachers can create a quiz or utilize the pre-set options from other teachers and distribute them with the class. It is a tool that gives the teacher a good control over the students because there are lots of options for teachers to utilize the tool like giving reports and assessments. Teachers can share or assign tasks to lots of students in the same group.

Chalkup

It is a perfect tool for social learning and can help users through lots of task like giving homework, grading and interactions. Users can also create personal to-do lists and easily gain access to materials for learning. The tool ensures that grading and distribution of information's become easier for users with rubric's and also make sure that the grading process is a transparent one. You can configure the rubric in the table easily, and every class can gain points by submitting projects and then share the points among themselves. It also enhances the interaction between teachers and the students as well as other users.

Duolingo

It is a tool for language learning, and you can integrate it easily on the classroom platform. Lots of institutions utilize the tool and help teachers get comprehensive reports on every student included in a chart. The tool also has a function that allows teachers to track how far every student have gone in the course. It also ensures that users get through several levels without grading and continue to move forward. It offers users the chance to get through different scientific languages test. The tool has lots of languages game to help with the learning process, which makes it fun and exciting.

Zoom

It is an excellent tool that users can utilize in a large group, a large group of students learning or working on a project can utilize the tool even while at home. It is a tool that can create a connection between users and their relatives, friends, teachers and fellow users. It is also an excellent cloud video platform for conferencing that users can utilize for meetings with lots of people. Teachers can also utilize the tool to distribute homework's, exchange files with students and interact directly with them in a group or individually through the chat inside the app. The tool has a free version for users who enjoy 1-to-1 meetings with a limit time of forty minutes for group meetings. The paid version can perform much more functions than the free version, and it can hold a meeting with at least one hundred participants with

a twenty-four limit time.

Kahoot

Whenever teaching gets boring, teachers tend to play different types of games to encourage pupils, but there are some teachers without skills from scratch. However, the official website of the tool allows teachers to turn classes into a game zone quickly and easily. The teachers need to store lots of questions and answers on the website to build-up an enjoyable instant game. There are lots of simple tasks to perform that can be fun on the tool's home screen, and users can also check their stats and see how they perform inside the profile section.

Seesaw

It is a tool that gives parents the ability to encourage children during the learning process, and it keeps them in the loop of the kid's performance for the entire school calendar. It is also a tool that can function as a portfolio application for students where they can keep and share their work as well as send to their parents. It is also an excellent tool for teachers to share different exercise examples with students so that they know their strengths and where to improve. It also gives parents the ability to interact with the teacher and hold meetings.

Class tree

It can be a problem getting pesky forms for parental consent for students for group field trips, but the tool ensures that the process of performing that task becomes paperless and straightforward. It also gives notifications of in-coming events and field trips. The tool allows users to include a form for parental consent and to sign the form as well as the announcement electronically. Users can also include extra questions, control feedbacks and make it easy for users to make urgent queries. The tool also displays the number of people who went through your note, and you get to know who has not signed the form.

Slack

It is a tool excellent for business, and it is also very effective for learning. It is a tool that can keep lots of people together on a network. You can utilize it as a texting tool to stay in touch with loved ones. The tool comes with important reminders that everyone can use through the application. Whenever you want to turn the dark mode switch on or off, proceed to settings and upload lots of pictures one after the other through the box for messages inside the channels.

Trello

Working together in groups can become difficult if every member functions on a separate time. However, this tool ensures that users stay organized; it offers different types of tools that will keep the group focused on the task at hand. It lets users upload pictures, create different checklists, and give homework to students as well as many other actions. It can also sync contents on different gadgets through the cloud easily. It displays contents inside a layout style of a card-pepper and has options to remove tasks when students complete it. Users can also include different components like links and pictures for quick viewing.

Additio

It is a tool that helps users with keeping notes, grades and attendance easily unlike other platforms. It is a digital book for grading and controlling the application. You can utilize the tool to calculate students grade, making your to-do list, take attendance on your smartphone. The most recent version of the tool received an upgrade on calculating categories. It also has extra benefits which include keeping notes and so on. It also has an advanced version which comes at a price and offer lots of additional benefits.

Dropbox

It is one of the best applications for saving and uploading images for presentations, as well as any item that can be useful for users in a class or while at home and ready to learn. It also allows users to edit and create files for Microsoft offices on smartphones and distribute documents links to students and not the old way of sending lots of files to inboxes of students. Users also have control over how other users can access the files through the link settings such as passwords when they want to download. It also has enhanced camera parameters which let users determine which file they want to upload.

Pocket

There are lots of places where people can learn and not necessarily the classroom, which is one of the importance of this tool. It offers several ways for saving web contents to the future or an existing class. Users can also see files saved while working on the platform offline, and it displays the document in an easy view layout which makes the reading experience an excellent one no matter your type of smartphone. It is also very easy to share the articles saved with the rest of the students easily and can also listen to audio files offline without a network connection.

ClassDojo

It is one of the best tools for teachers to give comments and feedback on students performance. It gives them the ability to discuss the character of a student with different types of pre-set remarks such as improving, working hard, and so on. It also enables interaction between the teacher and the kid's parent and they can have an input in the progress of the child. Teachers and parents can interact through the private and public mode of messages, no matter the situation of the child's progress. The application does not require a newsletter from schools.

Teacher's assistant-pro

When it comes to organizing projects in the class, you can count on this tool to perform a perfect job. It lets users keep student behaviour record in a class and provides a quick way of identifying bad characters. The tool allows users to particular email occurrences from the application's interface. It stores information that users enter and keeps the accolade, location and other important events. Teachers can also use the tool to take similar actions, conduct a class and interact with parents as well as many other things.

WolframAlpha

It is a new application that users can integrate easily with the classroom platform, it performs several tasks which includes checking facts, calculating, finding new information and performing different types of research to enhance learning and making teaching easier. It covers a large area of topics and provides information on logical subjects like physics, life sciences, music and lots more. It can also offer help with subjects finance, geography and the likes. It is equipment important for everyone and does not leave out students and teachers.

Groovy Grader

If you are the type of teacher that still give grades the old way, then this tool is for you. It lets users improve and update your calculating ability of student's grades. The tool takes the place of paper grading calculator and more flexible in finding out the precise and fair grade to award a student. Users can also configure the application for lots of questions and ensures that it shows the grades in whole numbers or decimal places. You can use the app to check correct and incorrect grades and has an excellent combination of colour-coding. Users can see more than fifty grades at once on the visual display.

Educreations

It is a tool that allows users to create straightforward tutorials for learning and easy to integrate into the classroom platform for educational purposes. Users can create audio records to

discuss events, and it lets you make commentary and give comments as well as animations on any topic of your choice. Users can also distribute different types of contents with each other, which includes email and social media. The most recent version of the tool can provide access to your saved drafts across all devices.

Conclusion



This book contains several vital information about Google classroom. The concepts in this book give users a good understanding and excellent usage of the classroom platform. It starts with an introduction to google classroom, and everything about it. How to begin with the tool, its benefits for the general public, how to manage and create a class, setting up dates and managing assignments and home works, grading homework and placing them on google sheet and so on. You will get explanations on how to invite teachers and students to class and lots more.